

Title: Railroad Crossing Coordinator	Effective Date: October 18, 2010	Grade: XV	Job Category: Professional
Prior Title: State Rail Coordinator	Prior Effective Date: August 24, 2007	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for coordinating the development of various state and federal aid programs, and coordinating records.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Coordinate with various officials to carry out the federal-aid highway safety and railroad programs.
- Coordinate and plan the railroad crossing safety program.
- Initiate and coordinate railroad diagnostic team meetings and projects resulting from such meetings.
- Work with all necessary personnel (Department and others) to initiate railroad crossing safety improvement projects from beginning to end.
- Coordinate and work with the Federal Highway Administration (FHWA) portion of the highway safety plan.
- Administer the railroad safety module of the Safety Management System.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field of area of responsibility. Experience in planning and programming. Extensive experience in transportation safety and federal grant programs desired. Demonstrated ability in making public presentations and preparing written reports.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)