

Title:	Effective Date:	Grade:	Job Category:
<b>Assistant Railroad Crossing Coordinator</b>	June 17, 2023	XIV	Professional
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Assistant Railroad Crossing Coordinator	August 3, 2022	XIV	1 of 1

### ***CHARACTERISTICS OF WORK***

Under the direction of the Railroad Coordination Section Head, this position is responsible for assisting in the coordination of construction projects at railway-highway crossings.

### ***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 Department of Transportation is an "at will" employer.

- Assist in coordinating with Department staff, elected officials, railroad personnel, and others to implement roadway safety and construction projects at railroad crossings.
- Assist in coordinating railroad crossing diagnostic meetings and site visits.
- Assist the Railroad Crossing Coordinator with monitoring and coordinating railroad-related aspects of Department construction projects.
- Prepare Special Provisions and various railroad agreements as needed.
- Assist in coordinating railroad approvals consistent with established project schedules.
- Assist the Railroad Crossing Coordinator with the implementation of the Department’s State Rail Plan.
- Assist the Railroad Crossing Coordinator with compiling and submitting updates to the Federal Railroad Administration’s grade crossing inventory.
- Review railroad requests for reimbursement.
- Assist in coordinating between the public and railroad companies regarding reports of rough and blocked crossings.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in a related field of area of responsibility OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Experience in project planning. Experience in transportation safety and federal aid programs desired.

Knowledge, skills and abilities: Ability to read and interpret federal regulations. Ability to multi-task, organize, and prioritize. Ability to write and compile agreements and various technical documents. Ability to work with the public and elected officials. Effective oral and written communications skills. Proficiency with Microsoft Office software.

Working conditions: Office environment and occasional statewide travel.

Licenses, registrations and certifications: Valid driver’s license.

*(“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.)*