Missouri Department of Transportation Job Description

Job Title: Senior Rail Safety Specialist

Title Code: R01004

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Multimodal Operations

Effective Date: 09-01-2026

Replaces (Effective Date): 02-01-2026

General Summary

The senior rail safety specialist performs varied and complex program administration activities related to railroad and/or passenger rail, including light rail and Amtrak. Responsibilities include administration of state and federal funds necessary for program operations, crossing and other rail safety projects, and oversight of improvements and expansion. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High school diploma or GED/HiSET and eight years of experience in multimodal transportation, project management, federal or state grant program management, transportation planning, program administration, funds administration, or related field, **OR**
- Bachelor's degree in business administration, civil engineering, construction management, finance, planning, public administration, or related field **AND** four years of experience in multimodal transportation, project management, federal or state grant program management, transportation planning, program administration, funds administration, or related field.

Special Working Conditions/Job Characteristics

- Railroad experience preferred.
- Job requires regular, statewide, overnight travel.
- Job requires exposure to physical hazards, health and safety risk, and/or adverse or otherwise undesirable characteristics in the environment.
- Rail Freight Safety Specialist – Federal Railroad Administration Certification as a Grade-Crossing Signal Inspector is preferred.
- Passenger Rail Safety Specialist – Transit Safety and Security Practitioner Certification is preferred.

Examples of Work

1. SENIOR RAIL FREIGHT SAFETY SPECIALIST DUTIES: Prioritizes prospective rail crossing project upgrades; works with and responds to inquiries from cities, counties, and railroads on rail grade-crossing projects; coordinates diagnostic review inspections; identifies potential closures.

2. Administers the grade crossing construction program; recommends when projects are ready for inspection; maintains communication with railroads, divisions, and districts regarding rail infrastructure projects.

3. Notifies inspectors of projects impacting their area of expertise; updates project tracking and grade-crossing inventory databases; reviews and makes recommendations regarding railroad signal plans, design criteria, and bill payment; prepares and transmits agreements to railroads and public agencies; may testify in hearings in grade-crossing signal cases.

4. Investigates requests for railroad crossing upgrades and prepares report of findings; investigates applications for rail system improvements and modifications such as requests for upgraded railroad crossing warning devices, and prepares report of recommendations.

5. Assists supervisor in the development of the section's annual priority list of crossings, corridor projects, and security plans by identifying rail system security concerns.

6. SENIOR PASSENGER RAIL SAFETY SPECIALIST DUTIES: Conducts periodic safety and security audits for rail fixed guideway systems (light rail); develops corrective action plans on audit deficiencies as needed; conducts a full plan audit on all components every three years in cooperation with the Federal Transit Administration Audit Team.

7. Investigates or reviews all light rail accidents and possible safety or security hazards; determines probably causes and develops a corrective action plan for each incident.

8. Conducts periodic safety and security compliance inspections of light rail systems to determine compliance with the System Safety Program Plan and Security Plan, including inspection of employee procedures, facilities, passenger stations, operating and security procedures, and fire and life safety.

9. Conducts annual administrative reviews and updates and revises the State Safety Oversight Manual, as necessary.

10. Coordinates and participates in annual compliance inspections of light rail systems for highway rail grade-crossing signals, tracks and structures, and hours of service, as applicable.

11. Conducts investigations of light rail and freight railroad employee safety issues such as walkway safety, rail employee health and facilities, and structural clearances.

12. Conducts quarterly inspections of Amtrak passenger stations; prepares findings report for each city; coordinates station improvement.

13. Conducts quarterly inspections of Amtrak equipment; rides trains to ensure excellent customer service, operating and security procedures.

14. Participates in phone duty rotation of emergency railroad calls.

15. Assists rail operations manager with various projects.

16. BOTH SENIOR RAIL FREIGHT SAFETY SPECIALIST AND PASSENGER RAIL SAFETY SPECIALIST: Prepares reports and summaries as required; maintains certification in a railroad safety organization by making required annual safety presentations and makes additional presentations to city and county officials, as necessary.

17. Performs other responsibilities as required or assigned.