

Missouri Department of Transportation

Code: R04881

Title: Administrator of Railroads

Exemption Status: Exempt

Grade: 13

Job Description

Effective Date 07-01-2022

**Replaces
(Effective Date)** 04-01-2006

General Summary The administrator of railroads coordinates all aspects of railroad operations, railroad crossing issues, railroad safety and safety outreach, rail-highway construction issues and regulation interpretation and enforcement. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Business Administration, Public Administration, or related field
Nine years of experience in positions relating to transportation, administration or financial assistance programs.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Multimodal Operations

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Negotiates Amtrak contract and responds to Amtrak problems and inquires; publicizes passenger rail information; works with regional and national passenger rail groups; works with legislators and the Missouri Rail Passenger Advisory Committee (MORPAC) on Amtrak issues and concerns; chairs MORPAC committee.
- (2) Oversees the Federal Railroad Administration (FRA) contract and the state's relationship with the FRA; responds to FRA inquiries and attends meetings; manages Missouri state railroad law violations and employee grievances that are referred for resolution.
- (3) Receives questions and complaints about railroads, light rail, commuter rail, and railroad crossings from the general public, state and federal legislators, media, government agencies, and rail unions; works with and interprets exposure index data, attends diagnostic reviews, grade separation discussions, rail project meetings, and rail-highway construction meetings; conducts presentations and safety outreach programs; presents railroad information seminars to various groups and serves on the board of the safety outreach program.
- (4) Contacts, negotiates, and discusses issues with railroad personnel concerning crossings, closures, contractual, and cost sharing issues, corridor design, and implementation issues; works with consultants,

engineers, and private contractors on various rail projects or guidance changes affecting railroads.

- (5) Responds to audit process and acts as liaison with railroad section, railroads, and auditors.
- (6) Tracks budget and signs expense reports; evaluates and consults with staff on issues affecting them and how to proceed in various situations.
- (7) Analyzes and prepares railroad assessments; reviews and interprets federal and state statutes and regulations for various situations involving unit; prepares and follows up on department performance measures.
- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (9) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.