



STATE OF OREGON  
invites applications for the position of:

# Principal Executive/Manager E (Crossing Safety Manager)

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**JOB CODE:** OCDT10492A

**OPENING  
DATE/TIME:** 10/12/10 12:00 AM

**CLOSING  
DATE/TIME:** 10/26/10 11:59 PM

**SALARY:** \$5,151.00 - \$7,585.00 Monthly

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Transportation-Rail

**DESCRIPTION:**

### Summary

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OREGON DEPARTMENT OF TRANSPORTATION – OCDT10492A – Salem

*This announcement is to augment the current candidate pool generated from job announcement OCDT10492. Candidates who have previously responded will remain under consideration and need not reapply.*

The Crossing Safety Section, as part of the Rail Division of ODOT is responsible for enforcement of federal and state laws, regulations and administrative rules related to highway-rail crossings. Through regular inspection of the 2,480 public crossings statewide, the Crossing Safety Section enforces numerous state and federal safety requirements and manages safety improvement projects through administration of federal highway funds and state funds provided by the Grade Crossing Protection Account. In addition to its regulatory role, Crossing Safety Section staff work cooperatively with railroad companies; State, Federal, and local government agencies and the general public to address crossing safety concerns and participate in transportation planning activities to improve the mobility of highway and rail traffic.

The Crossing Safety Manager will lead, and coordinate the Section's statewide programs that initiate, support and integrate safety, policies, projects, programs and legislative efforts to achieve the goals of the Rail Division and Oregon Department of Transportation. It is responsible to provide fiduciary responsibility for projects ranging from \$5,000 to \$2 million. This position has decision-making authority for the initiation and progress of these projects and programs.

The position directs all aspects of the Section workforce activities to regulate public rail-highway crossings and to develop, construct and maintain rail projects through partnerships with private sector firms and government entities. This position formulates and manages the section's strategy and policy for engaging the private and public sector entities in rail transportation projects.

The Crossing Safety Manager represents the division to elected and appointed officials at the local, regional, state and federal level, including the state legislature, as well as the general public to ensure understanding of and support for ODOT and Rail Division goals.

*Due to extraordinary budgetary shortfalls, Oregon state government is continuing cost reduction*

measures which include mandatory unpaid time off (furlough days) and suspending salary step advancement during the 2009-2011 biennium. Positions are subject to these measures based upon representation, and salary range. In general terms, employees are subject to 10 – 14 furlough days.

**If offered employment and you are not currently an employee of the Oregon Department of Transportation you will be subject to a criminal background check.**

## Profile

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- This announcement has specific requirements that must be addressed in your **Cover Letter** and **Resume**. Please see the *Qualifications Section* for details.
- This announcement has **Supplemental Questions** required for submission. Online applicants will automatically be directed to the questionnaire. All applicants must include responses with their application for further consideration.
- Primary duties are performed in an office environment using a computer terminal. The position works a professional work week with moderate amounts of travel throughout Oregon and occasionally in other states in all types of weather. Overnight stays may be required.
- Duties include daily contact with Oregon policy makers in state, federal and local governments, railroad companies, general public, government agencies, contactors and ODOT employees. The position makes presentations and leads discussions with audiences that may have widely varied opinions and the issues are complex and/or controversial.
- This position involves complex agency programs that require careful attention to technical details and deadlines.
- Employee will be required to use a vehicle to conduct business; you must possess and maintain a current, valid driver's license and an acceptable driving record or be able to provide an acceptable alternate method of transportation.
- If you are hired, you will become part of the State's Management Team.
- **Select this link for a copy of the Position Description:**  
[http://www.oregon.gov/ODOT/CS/HR/jobs/OCDT10492\\_PD.pdf](http://www.oregon.gov/ODOT/CS/HR/jobs/OCDT10492_PD.pdf)

## Responsibilities

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### Program Administration

- Overall accountability for the administration of the statewide Crossing Order regulatory program. Determine policies and priorities for the program, identify and approve projects to initiate and participate in, and monitor project progress.
- Provide expert consultation on program policy, priorities and current project status to key ODOT staff, local government road authorities and railroads. Testify as technical expert witness in court and other legal proceedings.
- Review and approve draft crossing orders including engineered plans. Provide direct oversight of highly complex highway-rail crossing cases. Manage the preparation of ODOT's position on contested cases to insure uniformity and compliance with state rules and regulations. Testify in contested case hearings regarding Crossing Orders.
- Interpret statewide policies and directives for the department's District, Region and Central offices assuring statewide conformance required by the Planning Business Line Team (PBLT) regarding crossing safety issues. Ensure training and education on crossing safety is provided to all levels of ODOT staff.
- Overall accountability for the administration of the statewide Crossing Safety Improvement Program, funded by both federal and state funds. Determine policies and priorities for the program, identify and approve projects to initiate and participate in, and monitor project progress.
- Manage the compilation, maintenance, and distribution of information regarding Oregon's crossing safety program requirements to federal transportation organizations, other state agencies, road authorities, safety organizations, railroads, media and the general public. Ensure that rail data is collected, analyzed and made available for strategic planning.
- Review and evaluate rail project proposals under various state and federal programs to

determine project feasibility, including the estimated cost of the project, the expected results from the proposed project, and the project schedule.

### **Program Development and Leadership**

- Define the section's structure, goals and objectives. Establish and maintain all facets of the programs, including policy development, screening criteria to establish project priorities, staffing and budget requests, administrative rulemaking and development of governance procedures for integration of crossing safety considerations into the day-to-day operations and long-term planning activities of ODOT.
- Develop rail operation and crossing safety policy of the Department by analyzing all pertinent issues and information regarding their impact on the Department's mission, state benchmarks and the Governor's priorities. Review program policies, procedures, goals, objectives and performance indicators and revise policy or procedure to increase program effectiveness. Assess the availability of human, fiscal, and equipment resources needed to implement policies effectively.

### **Management and Leadership**

- Provide expertise and liaison between public road authorities including ODOT Highway Division and railroad companies regarding Oregon's crossing safety program requirements. Work proactively with all parties to develop crossing design solutions to maximize safety and mobility for both railroads and road authorities. Coordinate crossing safety program requirements with the development of passenger and rail improvement projects.
- Establish and maintain productive working relationships with private sector transportation partners, local and state jurisdictions as well as other state jurisdictions.
- Represent the department in meetings with public and private agencies and individuals on rail issues. Prepare communications, and work with the public, press and the legislature to address and respond to a wide range of rail transportation issues and concerns. Testify as needed before legislative committees on crossing safety issues.
- Develop and manage the Section's biennial budget. Explain the budget requests to the Rail Division Administrator and ODOT Director.
- Manage the Crossing Safety Section selecting key staff, directing work activities, evaluating performance and providing direction for improved service delivery as required.

### **Qualifications**

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***Your cover letter, resume and responses to the Supplemental Questions will be reviewed to determine that you have the education and experience indicating possession of the knowledge and skills required for this classification.***

#### **To be considered you must have:**

Three years of railroad track and signal construction and maintenance management experience in a public or private organization which included responsibility for **each** of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

#### **OR**

Two years of railroad track and signal construction and maintenance management experience in a public or private organization which included responsibility for **each** of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation; **AND** 45-48 quarter hours (30-32 semester hours) of graduate level coursework in management.

#### **OR**

Three years of railroad track and signal construction and maintenance professional experience as a program/project leader, assigning and reviewing work of professional staff (e.g., engineers, etc.) including project responsibility for developing goals and objectives, project

evaluation, and monitoring and controlling or preparing a budget.

In the "Work History" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed. *Failure to provide this information may result in eliminating your application from further consideration.*

*Candidates demonstrating the following attributes in their background are preferred:*

- *Comprehensive understanding of Highway-Rail Crossing traffic engineering and safety*
- *Education or experience in civil engineering*
- *Professional Engineer license*
- *Broad knowledge of legislative and government legal responsibilities, operations and functions*
- *Knowledge and understanding of Public-Private transportation partnerships*
- *Mediation, conflict resolution and consensus building skills*
- *Developing alliances and support for projects*
- *Collaborative negotiations of complex agreements*
- *Effective community outreach skills*

*Qualified applicants whose background most closely matches the needs of the position will be invited to interview.*

Paper applications, including a resume, cover letter and responses to the supplemental questions can be submitted to the following location:

Oregon Department of Transportation  
Human Resources - Human Resource Center  
2775 19th St. SE  
Salem, OR 97302  
Fax 503.378.8957

For information regarding the job announcement, contact ODOT Human Resources 503-378-6202

For help with the on-line application, contact: 1-888-NEOGOV1

ODOT is an Equal Employment Opportunity and Affirmative Action Employer.

This information can be made available in an alternative format by contacting the automated application hotline 503-986-4030 or 1-800-993-8898 or TTY 503-986-3854.

ODOT does not discriminate on the basis of disability in admission or access to our programs, services, activities, hiring, and employment practices. Contact 1-877-336-6368 (1-877-EEO-ODOT) for questions regarding Equal Employment Opportunity and Affirmative Action.

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Job #OCDT10492A  
PRINCIPAL EXECUTIVE/MANAGER E  
(CROSSING SAFETY MANAGER)  
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## Principal Executive/Manager E (Crossing Safety Manager) Supplemental Questionnaire

- \* 1. Which of the following best describes your **highest related level of education**?
- High School Diploma or Equivalent
  - Some College Coursework, No Degree Received
  - Associate's Degree
  - Associate's Degree and additional coursework
  - Bachelor's Degree
  - Bachelor's Degree and additional coursework
  - Master's Degree
  - Master's Degree and additional coursework
  - Doctorate Degree
  - Doctorate Degree and additional coursework
  - None of the Above
- \* 2. Which of the following best describes the number of **graduate level (500 level or higher)** credit hours you have completed? If you have not completed coursework at this level, enter N/A.
- N/A
  - 4 Quarter hours/3 Semester hours
  - 8 Quarter hours/5 Semester hours
  - 12 Quarter hours/8 Semester hours
  - 16 Quarter hours/11 Semester hours
  - 20 Quarter hours/13 Semester hours
  - 24 Quarter hours/16 Semester hours
  - 28 Quarter hours/19 Semester hours
  - 32 Quarter hours/21 Semester hours
  - 36 Quarter hours/24 Semester hours
  - 40 Quarter hours/27 Semester hours
  - 44 Quarter hours/29 Semester hours
  - 45-68 Quarter hours /30-45 Semester hours
  - 69-95 Quarter hours /46-63 Semester hours
  - 96-143 Quarter hours /64-95 Semester hours
  - 144-191 Quarter hours /96-127 Semester hours
  - 192-239 Quarter hours /128-159 Semester hours
  - 240 or more Quarter hours /160 or more Semester hours
- \* 3. Which of the following best describes the **focus of your degree**?
- Business Administration
  - Public Administration
  - Transportation Related Engineering
  - Other Related Degree
  - My degree is not related
  - I do not have a degree
- \* 4. Which of the following best describes the focus of your **graduate level coursework**?
- Business Administration
  - Public Administration
  - Transportation Related Engineering
  - Other Related Education
  - My graduate level coursework is not related
  - I have not completed coursework at this level
- \* 5. If you selected "Other Related Education" in question 3 or 4, please identify the focus of your degree or graduate level coursework. If you did not, enter N/A.

- \* 6. Which of the following best describes your level of **railroad track and signal construction and maintenance management** experience in public or private organization which included responsibility for **ALL of the following**: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation?
- less than 6 months
  - 6 to 11 months
  - 12 to 17 months
  - 18 to 23 months
  - 2 years
  - 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 years
  - 9 years
  - 10 years or above
  - None of the above
- \* 7. Which of the following best describes your level of **railroad track and signal construction and maintenance experience as a program/project leader**, assigning and reviewing work of professional staff (e.g., engineers, etc.) including project responsibility for developing goals and objectives, project evaluation, **AND** monitoring and controlling or preparing a budget?
- less than 6 months
  - 6 to 11 months
  - 12 to 17 months
  - 18 to 23 months
  - 2 years
  - 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 years
  - 9 years
  - 10 years or above
  - None of the above
- \* 8. Please provide a detailed description of your background in traffic engineering and safety issues related to highway-rail crossings. Include an example of a situation where you were responsible for proposing reengineering solutions at a highway-rail crossing.
- \* 9. Please describe your background in railroad operations.
- \* 10. Please describe your experience with evaluating the feasibility of a proposed rail project, including the project's budget, schedule and expected results.

\* 11. Describe your experience in reviewing and evaluating engineered plans.

\* 12. Do you currently possess a Professional Engineers License?

Yes

No

13. If you responded "Yes" to question 12, please provide your license number in the space provided.

\* Required Question