



## **CAREER OPPORTUNITY**

### **U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)**

**ANNOUNCEMENT NUMBER: FRA-08-84V**

**POSITION TITLE: Supervisory Railroad Safety Specialist  
(Motive Power and Equipment),  
GS-2121-13  
GS-13: \$84,072 to \$109,300 per annum  
Full Performance Level: GS-13  
Note: This position has special job requirements.  
See page 3.**

**POSITION LOCATION: Federal Railroad Administration  
Office of the Associate Administrator for  
Safety, Northeastern Region  
Cambridge, MA**

**AREA OF CONSIDERATION: ALL U.S. CITIZENS (Status and Non-status  
candidates) (Candidates eligible for special appointing authorities and for  
consideration under the Career Transition Assistance and Interagency Career  
Transition Assistance Programs also may apply.)**

**OPENING DATE: 08/27/08**

**CLOSING DATE: 09/16/08**

**NUMBER AND TYPE: One Full-Time Permanent Position**

**Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.**

#### **DOT is an Equal Opportunity Employer**

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

**Why Work For Us?** Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who work day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

**Summary Of The Essential Job Functions: As a Supervisory Railroad Safety Specialist (Motive Power and Equipment), you will be required to:**

- Serve as the Region's expert on motive power and equipment activities.
- Provide technical review of field motive power and equipment matters and provide guidance and advice in this area of expertise to Railroad Safety Inspectors in the Region.
- Be responsible for uniform interpretation and application of laws, rules, orders and regulations pertaining to motive power and equipment and train air brake tests.
- Conduct special assignments, investigations and inspections of an unusual or complex nature.
- Maintain close contact with the highest levels of railroad management, railroad employees, labor organizations and the industry to ensure compliance with laws and regulations.
- Assist the Deputy Regional Administrator in the review and evaluation of the technical work of field personnel.
- Compose correspondence relative to motive power and equipment and train air brake tests.
- Evaluate candidates for the position of State Inspector or State Inspector Trainee in the State Participation Program.
- Supervise approximately 7-14 Railroad Safety Inspectors.
- Perform the full range of personnel management responsibilities such as: plan and assign work to employees; review and evaluate the technical work of employees; identify inspector training and development; interview and select candidates for vacancies; develop performance plan targets and evaluate and rate employee performance; further the agency's equal employment opportunity and workforce diversity goals, etc.

**What Are The Minimum Qualifications For This Position?**

You must have at least one year of specialized experience in or directly related to the essential job functions described above. For Federal employees this experience must have been at the next lower grade level. If you want us to consider experience you obtained outside the Federal Government, it must have been at that same level of complexity. The specialized experience must demonstrate:

- Broad knowledge of the railroad industry including economic and operating considerations and equipment.
- Knowledge of the general safety and health principles and practices applicable to the railroad industry.
- Knowledge of railroad accident investigation techniques.
- Skill in written and oral communication.
- Knowledge of the design, maintenance or inspections of various types of locomotives and freight cars currently in use and their capabilities and limitations.
- Knowledge of the installation, maintenance or testing of railroad safety appliances and power brakes, and their capabilities and limitations.
- Knowledge of applicable Federal laws and regulations pertaining to inspection and testing of locomotives, freight cars, safety appliances and power brakes.

### **What Are The Required Knowledge, Skills And Abilities For This Job?**

- Ability to plan and manage a regional program related to motive power and equipment.
- Skill in the preparation of technical reports, narratives and correspondence.
- Ability to lead and conduct special investigations, inspections and accident investigations.
- Ability to effectively deal with the railroad industry, labor unions, the general public and state and local governments on matters relating to motive power and equipment.
- Ability to develop practical solutions to persistent motive power and equipment safety problems.
- Ability to supervise/manage a staff.
- Ability to evaluate the safety of new types of locomotives and railroad cars or of proposed deviations from existing safety regulations.

### **What Are The Desired Knowledge, Skills And Abilities For This Job?**

- Ability to lead a diverse workforce including: creating a culture that fosters high standards of ethics; developing strategies to maximize employee potential; developing performance plans and monitoring performance; resolving conflicts; fostering workforce diversity on the staff; and recognizing staff contributions.

### **Other Special Job Requirements**

- If selected, you will be required to possess a valid State drivers license at all times while employed by the FRA in order to perform the duties of the position.
- If selected, you must pass a Drug Test prior to appointment unless you are presently employed in a DOT position that requires drug testing. You also will be subject to random drug testing while employed in this safety-sensitive position.

- The position requires extensive travel.
- If selected, you will be required to serve a one-year probationary period for newly appointed supervisors, unless you previously have completed a supervisory or managerial probationary period. Satisfactory completion of the supervisory probationary period is a prerequisite to continuation in the position.
- Travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position at the same grade level that has significantly different duties from that of this position vacancy. Travel and transportation expenses will not be paid if a candidate outside the FRA is selected OR a FRA employee accepts a change to the lower grade that results in a geographical reassignment for this position vacancy.

**How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?**

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed below, if any. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

**What Employee Benefits Do We Provide?** The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. Depending on whether the position you are applying for is permanent or time limited, you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at [www.usajobs.opm.gov/EI61.htm](http://www.usajobs.opm.gov/EI61.htm).

**Before You Go Any Further, Here Are Some Other Things You Need to Know**

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- You must meet the qualification and time-in-grade requirements by the closing date of the announcement.
- If you can be appointed under a special appointment authority, please let us know on your application the special appointing authority for which you can be considered. You must submit proof of your eligibility for a special appointment authority.
- FRA veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service are eligible to apply.
- The FRA has determined that seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, which is generally the case for Railroad Safety positions,

the rights must be divested at the end of the one year probationary period. No waivers of this requirement will be granted.

- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.
- Travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position at the same grade level that has significantly different duties from that of this position vacancy. Travel and transportation expenses will not be paid if a candidate outside the FRA is selected OR a FRA employee accepts a change to the lower grade that results in a geographical reassignment for this position vacancy.
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- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.

### **How To Apply For This Position**

- 1) You may submit your current Resume or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. The OF-612 is available on the OPM website at [www.opm.gov](http://www.opm.gov) under Federal Forms. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.” **For maximum consideration, tell us in narrative format how you meet the “Knowledge, Skills and Abilities” required for this position, found above.**
- 2) A complete performance appraisal is required. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.
- 3) To be considered for selection priority under the Career Transition Assistance Program (CTAP), you must submit appropriate certification that you are eligible. In addition, you must be determined to be well-qualified for the position. **Well-qualified applicant:** An eligible applicant who meets all qualifications, standards, and eligibility requirements for the position, including medical qualifications; minimum educational and experience requirements; selective placement factors; knowledge, skills, and abilities (KSAs); quality ranking factors; and any other special qualifying conditions, and is able to satisfactorily perform the duties of the position upon entry.

### **Where To Send Your Application**

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1200 New Jersey Avenue, SE. W34-201, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is 202/493-6169. We will not accept applications faxed from a Federal Government fax machine. You may email your application package to [Valerie.a.jones@dot.gov](mailto:Valerie.a.jones@dot.gov).
- ALL applications must be in our office or postmarked by the closing date of the announcement.
- Applications mailed in a Government envelope will not be accepted.

## **Questions?**

Call Valerie Jones at 202/493-6223 or TDD 202/493-6487 or 6488, or email at [valerie.a.jones@dot.gov](mailto:valerie.a.jones@dot.gov) . Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten reciban igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

**ALTERNATIVE FORMATS:** If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at [marcella.mullins@fra.dot.gov](mailto:marcella.mullins@fra.dot.gov), on 202/493-6114 or at the TDD number 202/493-6487 or 6488.

**REASONABLE ACCOMMODATION:** If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.

### **HERE'S WHAT YOUR APPLICATION MUST CONTAIN**

#### **JOB INFORMATION**

- Announcement number and title of the position

#### **PERSONAL INFORMATION**

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference  
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

#### **EDUCATION**

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

#### **WORK EXPERIENCE**

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

#### **OTHER QUALIFICATIONS**

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

**Privacy Act Requirements:** The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.