



**Title: Chief, Environmental Health and System Safety**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The Chief, Environmental Health and System Safety implements, and administers a comprehensive rail and bus safety management system and environmental program for Regional Transit. As RT’s Safety Management System (SMS) Executive, leads RT Safety Department staff proactively to achieve bus, rail safety and environmental program goals and objectives; provides functional oversight and auditing of the safety and security activities of RT construction/capital and facility improvement projects. Responds to accidents/incidents requiring investigation and follow-up. Provides audits/inspections including safety certification of RT field activities for compliance with safety and security requirements. Interfaces with California Public Utilities Commission, Cal-OSHA, and other State and Federal regulatory agencies. In accordance with the Federal Transportation Administration, acts as RT’s SMS Executive and has the authority and responsibility for the day-to-day implementation and operation of the agency’s SMS and all levels of the organizational safety culture. Ensures a commitment to safety through effective leadership, role modeling and implementing practices that demonstrate safety is a fundamental value and a priority in all aspects of work. May provide oversight to civilian fare inspection and security personnel. Perform related duties as required. This position reports to an executive manager, with dotted line reporting to the General Manager/CEO who acts as RT’s FTA Accountable Executive.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) Very Heavy   |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions   |
|---|------|---|
| 1 | S    | Manage and direct safety management system (SMS) activities to achieve District safety and environmental goals in the areas of operational safety, occupational safety and health, construction safety, and environmental protection. Ensure compliance with applicable federal, state, and local occupational safety and health, fire, environmental regulations and laws and reporting requirements. Coordinate with other departments to ensure that the overall District safety and environmental goals are properly implemented and successfully achieved. Oversees the external reporting and investigation process for all incidents, collisions, and injuries. Authority to stop any practice or operation that jeopardizes the safety of either the public or employees. |
| 2 | S    | Manage and direct rail and bus safety management system (SMS) activities to achieve District compliance in accordance with the Federal Transportation Administration (FTA) Agency System Safety Program requirements. Ensure compliance with applicable federal, state, and local transit system regulations and laws and reporting requirements. Ensures that all aspects of the FTA’s SMS are   |



|   |   |   |
|---|---|---|
|   |   | developed, implemented and continuously monitored. Directs the collection and analysis of all safety information. Manages hazard identification and safety risk evaluation activities. Actively support and promote SMS. Ensure staff complies with all SMS processes and procedures. Ensure resource availability to achieve SMS outcomes. Ensure compliance with all CPUC regulations and ensure coordination between the Federal and State programs.   |
| 3 | S | Develop, implement, and administer construction safety programs for all Regional Transit capital/construction and facility projects. Perform design review of engineering packages for incorporation of safety requirements, and contractor submittals for compliance with safety requirements. Implement and direct safety certification programs for capital, systems, and facility projects and enhancements. Ensure safety design criteria and requirements for facilities, passenger and work vehicles, equipment and infrastructure, are incorporated into designs, improvement projects, and contract. Oversee the process for obtaining and maintaining environmental permits. Develop contract specifications relating to safety and environmental requirements. |
| 4 | S | Perform audits, reviews, assessments, and data analysis to determine the effectiveness of policies, procedures, programs, standards and design criteria affecting operational safety, passenger safety, and occupational safety and health. Influence RT's safety, environmental improvement using data analysis coupled with clear and concise instruction/presentation. As necessary, create and/or revise District safety policies. Review and perform safety risk assessments. Recommend and oversee mitigation measures, including the implementation of revised safe work practices and/or corrective action to effectively control identified safety and environmental risks. Oversee the District's safety and environmental training programs.                   |
| 5 | S | Prepare and present both written and oral reports to all governing agencies, District's management, the Board of Directors, other outside agencies, and the public regarding safety and environmental activities taking place at the District. Conduct meetings with state and federal safety regulatory agencies and staff; attend various internal and external meetings; travel to and serve as a liaison with local, state, and federal regulatory agencies.  |
| 6 | S | Provide leadership and consulting support to company executives and management on matters of goals setting, policy development, and strategic implementation in support of achieving District's objectives and goals; act as RT's Safety subject matter expert (SME) and provide technical expertise and internal consulting districtwide. Evaluate and advise on the impact of new programs/strategies and regulatory action as those items impact the safety of District property, employees and public. Manage all safety committees ensuring information is disseminated districtwide to achieve all safety objectives. Effectively communicate roles and responsibilities to all relevant individuals.   |
| 7 | S | Performs administrative duties by developing departmental budget, monitoring department expenditures, directing staff, conducting performance evaluations, setting performance goals and objectives, providing training, guidance, coaching and counseling to staff; assigning and monitoring tasks; providing training to employees in required safety programs/plans. Reviews and makes recommendations to Executive Management for improvement of District's policies, procedures, and practices on personnel matters. Recommends, evaluates, and participates in Staff Development for District. Provide direction and leadership to department staff in the  |



performance of their duties, establishing work priorities, and in achieving management initiatives.

JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- |  |
|---|--|
| Formal Education                          | <p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Occupational Safety and Health, Safety Engineering or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p> |
| Experience                                | <p>Minimum of seven (7) years of management experience developing and implementing operational and passenger safety, and occupational safety and health programs. Experience in a public transportation setting is preferred.</p>  |
| Management and Supervision                | <p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.</p>  |
| Human Collaboration Skills                | <p>Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p>  |
| Freedom to Act                            | <p>The employee normally performs the duty assignment according to his or her judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.</p>   |
| Technical Skills                          | <p>Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>   |
| Fiscal Responsibility                     | <p>Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.</p>  |
| Reading                                   | <p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>   |
| Math                                      | <p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>   |
| Writing                                   | <p>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>   |



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| Certification &<br>Other Requirements | Certified Safety Professional designation preferred. |
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| <b>KNOWLEDGE</b>   |
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| <ul style="list-style-type: none"> <li>• Safety management and engineering concepts and principles, and their application to safety management systems, including safety certification programs.</li> <li>• Industrial safety and industrial hygiene standards and their application.</li> <li>• Safety risk analysis and assessment techniques.</li> <li>• Construction safety program concepts and principles, including safety certification.</li> <li>• Federal, state and local regulations for compliance with industrial and public transportation safety standards.</li> <li>• FTA and CPUC regulations, including implementation of SMS plans.</li> <li>• High level interpersonal and communication skills including mediation and conflict resolution skills</li> </ul> |

| <b>SKILLS</b>  |
|--|
| <ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul> |

| <b>ABILITIES</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Successfully oversee all safety and security aspects related to design and construction of major capital projects, including design review, safety and security certification, and contractor loss control programs.</li> <li>• Develop, research, analyze and interpret safety data.</li> <li>• Develop and implement strategic plans, policies and procedures</li> <li>• Establish and maintain effective working relationships with a diverse workforce including peers, staff, the general public vendors and external agencies.</li> <li>• Communicate effectively with stakeholders, external organizations, members of the public and community and advocacy groups</li> <li>• Serve on assigned local, regional, and national committees</li> <li>• Collect and analyze data and prepare comprehensive reports, and effectively represent the areas for which responsible to other District divisions, the community, and the appropriate governmental bodies</li> <li>• Manage organizational change and effectively implement policy.</li> <li>• Plan and direct the work of others.</li> <li>• Prepare and monitor complex budgets</li> </ul> |



**OVERALL PHYSICAL STRENGTH DEMANDS:**

| -Physical strength for this position is indicated below with "X"-                               |  |   |   |  |
|---|--|---|---|--|
| Sedentary   | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

| C  | F  | O                                      | R                                    | N                      |
|--|--|--|--------------------------------------|------------------------|
| Continuously<br>2/3 or more of the time. | Frequently<br>From 1/3 to 2/3 of the time. | Occasionally<br>Up to 1/3 of the time. | Rarely<br>Less than 1 hour per week. | Never<br>Never occurs. |

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand-                  | -Frequency- | -Brief Description-  |
|------------------------------------|-------------|--|
| Standing                           | O           | Making presentations; Observing work site; Communicating with co-workers |
| Sitting                            | F           | Desk work; Meetings  |
| Walking                            | F           | To other departments/offices; Around work site                           |
| Lifting                            | O           | Supplies; Files  |
| Carrying                           | O           | Supplies; Files  |
| Pushing/Pulling                    | F           | File drawers   |
| Reaching                           | F           | For supplies; For files  |
| Handling                           | F           | Paperwork  |
| Fine Dexterity                     | F           | Computer keyboard; telephone keypad; Calculator                          |
| Kneeling                           | R           | Filing in lower drawers  |
| Crouching                          | O           | Filing in lower drawers; Retrieving items from lower shelves/ground      |
| Crawling                           | N           |  |
| Bending                            | O           | Filing in lower drawers; Retrieving items from lower shelves/ground      |
| Twisting                           | F           | From computer to telephone; Getting inside vehicle                       |
| Climbing                           | O           | Stairs   |
| Balancing                          | R           | On step stools   |
| Vision                             | C           | Reading; Computer screen; Driving; Observing work site                   |
| Hearing                            | C           | Communicating via telephone/radio to co-workers/public                   |
| Talking                            | C           | Communicating via telephone/radio to co-workers/public                   |
| Foot Controls                      | R           | Driving  |
| Other<br>(specified if applicable) |             |  |

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

|                   |                 |                   |             |            |
|-------------------|-----------------|-------------------|-------------|------------|
| C<br>Continuously | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|-------------------|-----------------|-------------------|-------------|------------|

|            |                                   |                                    |                 |            |
|------------|-----------------------------------|------------------------------------|-----------------|------------|
| D<br>Daily | W<br>Several<br>Times Per<br>Week | M<br>Several<br>Times Per<br>Month | S<br>Seasonally | N<br>Never |
|------------|-----------------------------------|------------------------------------|-----------------|------------|

| -Health and Safety Factors- |   |
|-----------------------------|---|
| Mechanical Hazards          | O |
| Chemical Hazards            | O |
| Electrical Hazards          | O |
| Fire Hazards                | O |
| Explosives                  | N |
| Communicable Diseases       | O |
| Physical Danger or Abuse    | N |
| Other (see 1 below)         | N |

| -Environmental Factors- |   |
|-------------------------|---|
| Respiratory Hazards     | N |
| Extreme Temperatures    | O |
| Noise and Vibration     | O |
| Wetness/Humidity        | O |
| Physical Hazards        | O |

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED: None**

**NON-PHYSICAL DEMANDS:**

|  |  |  |                            |
|--|--|--|----------------------------|
| F<br>Frequently<br>From 1/3 to 2/3 of the time | O<br>Occasionally<br>Up to 1/3 of the time | R<br>Rarely<br>Less than 1 hour per week | N<br>Never<br>Never occurs |
|--|--|--|----------------------------|

| -Description of Non-Physical Demands-         | -Frequency- |
|---|-------------|
| Time Pressure                                 | F           |
| Emergency Situation                           | O           |
| Frequent Change of Tasks                      | F           |
| Irregular Work Schedule/Overtime              | O           |
| Performing Multiple Tasks Simultaneously      | F           |
| Working Closely with Others as Part of a Team | F           |
| Tedious or Exacting Work                      | F           |
| Noisy/Distracting Environment                 | F           |
| Other (see 2 below)                           | N           |

(2) N/A

**PRIMARY WORK LOCATION:**

Incumbent will spend a minimum of 40% in the field, working with RT staff to ensuring development, implementation and compliance with all safety programs, policies, procedures and SMS.

|                                |   |                     |   |
|--------------------------------|---|---------------------|---|
| Office Environment             | X | Vehicle             | X |
| Warehouse                      | X | Outdoors            | X |
| Shop                           | X | Other (see 3 below) |   |
| Recreation/Neighborhood Center |   |                     |   |

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.