



Title: Director, Safety

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide administration of the Safety Department and its activities. This is accomplished by planning and implementing safety programs, processes, and policies and procedures, providing support to internal programs and policies and safety record keeping, conducting field safety visits and accident investigation, gathering information and interpreting data dealing with problems and resolutions, supervising subordinate staff in the implementation of safety programs and policies, ensuring District compliance with all applicable local, state, and federal safety rules and regulations, conducting technical research and safety analysis and making recommendations, interpreting safety laws and regulations, and providing input regarding departmental policies and procedures. This position is empowered with the authority to stop any practice or operation that jeopardizes the safety of either the public or employees, and ensure District compliance with all government transportation/safety rules and regulations. Other duties include developing departmental budget and attending meetings.

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

| # | Code | Essential Functions | % of Time |
|---|------|--|-----------|
| 1 | S | Develops and implements safety programs and processes by researching and reviewing federal, state and local safety regulations, including but not limited to California Public Utilities Commission (CPUC), Federal Transit Administration (FTA) Rules and Guidelines, Fed/OSHA and Cal/OSHA Regulations, CUPA, Cal/EPA, and APTA Best Practices; review rail system design criteria and specifications of all new rail projects and extensions; develop safety certification plans for new rail projects and major rail extensions; oversee safety certification process including integrated testing and submission of final safety certification and verification report to the CPUC prior to opening of new rail systems to revenue service; review bus procurement design guidelines; bus stop design criteria and facilities design specifications to ensure inclusion of critical safety features in the design specifications; develop corrective action plans and follow up with departments through completion; participate in APTA, FTA and Transportation Research organizations for developing new transportation technology, safety programs and best practices; | 70% |



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| | | preparing reports for senior management, and tracking and maintaining safety program files. Empowered with the authority to stop any practice or operation that jeopardizes the safety of either the public or employees, and ensure District compliance with all government transportation/safety rules and regulations. | |
| 2 | 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; conducting meetings with state safety regulatory agencies and staff; attending various internal and external meetings; meeting with employees, preparing reports and analysis on safety issues as warranted by senior management, traveling to and serving as a liaison with local, state, and federal regulatory agencies. | 20% |
| 3 | L | Investigates field safety and accidents by inspecting facilities and infrastructure, bus stops, vehicles, and equipment, rail stations, tracks and signals for reported unsafe conditions or hazards as per SPUC, Cal/OSHA, FRA, EPA and FTA requirements, inspecting construction sites to ensure compliance with safety regulations and requirements, responding to employee and customer concerns for unsafe conditions or hazards; conducting hazard analysis and statistical analysis of critical safety issues and concerns; conducting formal audits of field conditions to ensure safety compliance, investigating accidents/incidents and recommending corrective actions to avoid recurrence of similar accidents, and preparing written reports of investigations. | 10% |

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 Safety Engineering, Industrial Safety, Environmental Health, Occupational Health 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 | A minimum of seven (7) years of experience in safety programs, control programs, and operations safety, including three (3) years supervisory experience. Experience in rail, bus or heavy-duty fleet transportation systems is preferred. |
| Supervision | Work involves problem solving and mediating highly conflicting, |



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|------------------------------------|---|
| | 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. |
| Human Collaboration Skills | Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. |
| Freedom to Act | The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically. |
| Technical Skills | 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. |
| Budget Responsibility | 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. |
| Reading | 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. |
| Math | 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. |
| Writing | 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. |
| Certification & Other Requirements | Desirable Certifications: Occupational Safety, System Safety, Accident Investigation and Certified Safety Professional. |

| KNOWLEDGE |
|--|
| <ul style="list-style-type: none"> • Safety program development and management. • Safety investigations and findings. • Safety audits and audit management. • Leadership practices. • Budget management principles and practices. • System budget controls and processes. • Bio-environmental hazards |



SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Learn safety oversight for light rail and bus.
- Learn safety management of FTA, OSHA, FRA and CPUC.
- Learn ergonomic analysis of work stations and work areas.
- Manage the District wide safety program.
- Learn traffic analysis and design.
- Deal with difficult people and situations.
- Learn District and departmental operating policies, procedures, system, methods, and tasks.
- Collective bargaining and labor agreements.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Apply customer service skills, representing the District in a positive way while working with the public.
- Give presentations.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

| Sedentary | Light | Medium | Heavy | Very Heavy |
|---|--|---|---|--|
| X | | | | |
| 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 2/3 or more of the time. | Frequently From 1/3 to 2/3 of the time. | Occasionally Up to 1/3 of the time. | Rarely Less than 1 hour per week. | Never 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 | F | Making presentations; observing work site; observing work duties |
| Sitting | F | Desk work; meetings; driving |
| Walking | F | To other departments/offices; around work site |
| Lifting | O | Equipment; files |
| Carrying | O | Supplies; equipment; files |
| Pushing/Pulling | R | Equipment |
| Reaching | O | For supplies; for files |
| Handling | O | Paperwork |
| Fine Dexterity | F | Computer keyboard; telephone keypad; calculator |
| Kneeling | O | Retrieving items from lower shelves/ground |
| Crouching | O | Retrieving items from lower shelves/ground |
| Crawling | R | Under equipment |
| Bending | O | Retrieving items from lower shelves/ground |
| Twisting | F | From computer to telephone; getting inside vehicle |
| Climbing | O | Stairs; ladders; step stools; onto equipment |
| Balancing | O | On ladders |
| Vision | F | Reading; computer screen; observing work site |
| Hearing | F | Communicating via telephone/radio; to co-workers/public; listening to equipment |
| Talking | F | Communicating via telephone/radio; to co-workers/public |
| Foot Controls | O | Driving |
| Other (specified if applicable) | N | |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

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

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

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

| -Environmental Factors- | |
|--------------------------------|---|
| Respiratory Hazards | M |
| Extreme Temperatures | S |
| Noise and Vibration | M |
| Wetness/Humidity | M |
| Physical Hazards | M |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

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

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

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | 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.