



Position Description

Title: Chief Safety & Training Officer
Department: Administration
Supervisor: Director of Human Resources
Status: Salaried; Exempt; Non-Bargaining
Hours: Monday-Friday 8:00 a.m. – 5:00 p.m.

Summary:

The Chief Safety & Training Officer is responsible for the development and management of Transpo's safety program ensuring its compliance with goals and applicable safety standards as established by federal and state agencies. This position provides a variety of progressively complex duties related to safety programs, procedures, policies and other activities to ensure compliance with regulatory and organizational requirements.

Essential Duties & Responsibilities:

The following is intended to describe the general content of and requirements for the performance of this position. This position description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Other duties may be assigned as required.

- Provides effective direction, supervision, leadership, project management and oversight to Transpo employees, consultants and contractors to develop, implement and monitor multiple safety programs.
- Responsible for new hire, post-accident and refresher training.
- Advises General Manager & CEO and Executive Team concerning safety matters. Makes recommendations to managers and supervisors for proactive compliance with OSHA, EPA, DOT and other federal, state, local and organizational regulations.
- Responsible for all safety-related activities in accordance with the Public Transportation Agency Safety Plan (PTASP) including the coordination of the Safety Committee and annual review of the PTASP.
- Assists the Director of Human Resources in the administration of Transpo's Drug & Alcohol and Workers' Compensation Policies.
- Responsible for analysis of safety incidents, accidents and preparation of safety related reports, including National Transit Database safety reporting.
- Oversees security for all facilities and works with local EMA, law enforcement and other agencies to ensure collaboration for emergencies that may arise.
- Other duties and special projects as assigned.

Qualifications: Individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Experience in the development and implementation of safety training programs including applicable performance and risk reduction measures.
- Exceptional communication skills, both verbal and written along with strong interpersonal skills including public speaking.
- Highly skilled with Microsoft Office including Excel, Access, Word, PowerPoint and Outlook with the ability to learn and implement industry specific software and technologies.
- Knowledge of ADA, FTA, DOT regulations and reporting requirements including familiarity with 49 CFR 49 Part 40 – Drug and Alcohol Testing Program and 49 CFR Part 673 – PTASP and SMS Principles.
- Commercial Driver’s License.
- Must be able to pass a pre-employment drug screen and criminal background check.

Education and/or Experience:

- Bachelor’s Degree in planning, environmental management, public administration or a related field or equivalent work experience.
- Minimum of three years’ experience in public transportation safety or a related field.
- Preferred candidates will have Transit Safety and Security Program (TSSP) Certification, World Safety Organization (WSO) Certification, Certified Safety Professional (CSP) or Transit Safety Institute (TSI) Certification.

Other Skills and Abilities:

- Strong attention to detail with excellent organizational skills along with the ability to work under pressure, manage multiple projects and meet strict timelines.
- Ability to work with diverse populations while treating everyone with professionalism and respect.
- Ability to problem solve, work independently with minimum supervision while following, improving and developing safety procedures.
- Able to communicate effectively and handle confidential information in an appropriate manner.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop or kneel. Normal talking and hearing abilities, without remedial medical equipment, are necessary. Specific vision abilities required by this job include close vision, the ability to adjust focus and hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee frequently is required to stand, sit, talk, hear, walk, use hands or finger, handle or feel, stoop, kneel and crouch. The employee must occasionally lift and/or move more than 25 pounds.

Work Environment: Work is performed in an office environment along with other areas of the public transportation system, including public settings. Position will require travel in the South Bend, Mishawaka and surrounding areas.

Supervisory Responsibilities: None.

I have read and understand the requirements of this position and am able to carry out the essential functions of the position with or without a reasonable accommodation.

Employee

Date

Human Resources

Date