



Executive Director of Safety, Security and Training

Class Code	FLSA Status	EEO Category	Represented Status	Salary	Effective Date	Resolution
046	Exempt	Exec/Sr. Level Official-Manager	Unrepresented	Executive	11/4/15	15-045

DEFINITION: The Director of Safety, Security and Training is responsible for the management and oversight of all safety functions, including transit operations, environmental, construction, and industrial safety; safety training, emergency preparedness, accident investigation and training . The position also oversees security functions, including Protective Services and contracted sworn law enforcement staff. This is an executive at-will position that reports directly to the General Manager.

REPRESENTATIVE FUNCTIONS: may include, but are not limited to:

- Selects, trains, supervises and evaluates professional and administrative employees, directly and through subordinates supervisors.
- Monitors safety and security compliance and identifies opportunities for improvements and/or efficiencies; develops and implements change initiatives.
- Develops and monitors objectives, policies, and procedures
- Represents the District at meetings with commissions, agencies, employee organizations, and public and private organizations.
- Provides oversight for the Training Department.
- Works closely with Operations to plan, forecast and develop training strategy to address staffing needs.
- Ensures that the District complies with laws, standards, and regulations required by governmental agencies including OSHA, EPA, FTA, DOT, and CPUC.
- Directs the development and implementation of effective safety and security training and education programs for all employees, contractors, and the general public.
- Oversees the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Prepares and delivers presentations various audiences, including the Board of Directors, other elected officials and local and state agencies.
- Maintains current awareness of potential, pending, and current legislation that may impact the District's safety and security standards, programs, and initiatives.
- Directs the development and implementation of emergency preparedness programs.
- Oversees the accident investigation process; ensures proper accident investigation procedures are followed.
- Performs other related duties, as defined and directed by the General Manager.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Operations of a comprehensive industrial and system safety program. Deep and current knowledge of the principles and practices of safety engineering and industrial hygiene, emergency preparation programs, policy development, administration, accident investigation programs and of budget preparation and administration. Knowledge of mandated rules and regulations governing occupational health and safety programs as well as related Federal, State and local laws, codes and regulations as well as of principles of supervision, training and performance evaluation.

Ability To: Effectively manage a comprehensive transportation, industrial and system safety program, develop and administer department goals, objectives and procedures, analyze complex safety issues- operational needs and make appropriate recommendations or adjustments, plan, organize, direct and coordinate the work of lower level staff, delegate authority and responsibility, select, train and evaluate staff, research, analyze and evaluate new service delivery methods and techniques, represent the District effectively to outside agencies, manage and evaluate accident investigations, prepare clear and concise administrative and financial reports, prepare and administer large and complex budgets, interpret and apply applicable Federal, State and local policies, laws and regulations, communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships with those contracted in the course of work.

Education: Equivalent to a Bachelor's degree from an accredited college or university in safety engineering, industrial hygiene, business administration, education, or a closely related field.

Experience: Eight (8) years of managerial experience in any of the following: complex safety program development; security or training, which includes four (4) years of experience in a managerial capacity.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) exposure to field conditions, exposure to weather conditions; must possess physical mobility (walking, standing or sitting for prolonged periods of time) in order to direct or conduct investigations and studies, and attend external meetings and events.

License Requirements: Must possess a valid California driver's license and have a satisfactory driving record. Must be willing to travel within the Bay Area and work in exposure to field conditions in the course of major accidents, incident investigations and related safety work.