**Class Summary**

The responsibilities of this classification include developing a comprehensive safety program strategy for the Transit Division with oversight of all safety and security practices and activities with emphasis on identification, reduction and prevention of risks to ensure the safe delivery of all public transportation services, construction projects, and all workforce safety.

Incumbents are also responsible for managing the development and operation of continuing education programs, including translating newly identified safety solutions and strategies into development programs and practices. Additional responsibilities include collaborating with other sections in Transit to advise and coordinate safety initiatives and compliance obligations. Incumbents promote and ensure a safe environment for employees and customers to comply with federal, state and local regulations and reduce loss and risk to publicly owned resources.

**Distinguishing Characteristics**

This is a single-level classification with direct responsibility for shaping safety and development programs, policies and strategies. It is distinguished from other safety and training classifications in that incumbents manage supervisory and professional level subordinates, act in a consultant/coordination role and manage budgets for assigned safety and training programs and/or activities.

**Examples of Duties**

1. Develop and implement proactive strategies, practices and resource allocation methodologies to ensure safety and security of Metro Transit customers, its workforce, and the general public as they interact with the transit system, using a Safety Management Systems approach.
2. Design and implement change management strategies to engage employees at all levels of the organization to develop and maintain a “safety first” culture.
3. Ensure that safety system and security practices and protocols are in compliance with federal, state and local laws, including but not limited to the requirements of the Federal Transit Administration (FTA), the U.S. Department of Homeland Security, the Occupational Safety and Health Administration (OSHA) and all other applicable state and federal laws and regulations.
4. Direct the development of, updates to and implementation of comprehensive development programs for technical proficiency, professional development and to ensure that statutory training requirements are met. Work with other Sections within Transit to ensure their training programs meet statutory compliance training requirements and proper documentation of training is kept.
5. Direct the development, administration, implementation, and integration of system-wide safety, security and training plans, procedures and practices.
6. Ensure safety alignment, support and continuous improvement between the lines of business within Metro Transit.
7. Responsible for developing, implementing, monitoring, and evaluating safety and security related plans, risk assessments and loss prevention programs.
8. Provide leadership and coordination in connection with the management of the Safety Section and management and technical personnel engaged in specified safety and security project activities, which may include; design, coordination and implementation of training programs for personnel regarding the nature and application of system safety policies and procedures.
9. Manage multiple Intergovernmental agreements related to the Transit Police Division and work closely with the Metro Transit Police Major to maximize resources to achieve Metro Transit’s security objectives.
10. Represent Metro Transit with regard to issues of safety and security with governmental agencies, funding agencies and/or the general public; may represent Metro Transit at various community and/or business meetings, as assigned.
11. Direct the gathering and analysis of data related to bus, light rail, streetcar, paratransit and vanpool safety, as well as industrial accidents and hygiene monitoring. Identify trends and report to operating and risk departments and government oversight organizations.
12. Research, develop and implement integrated review, evaluation and business and development models that facilitate both objective analysis of and informed decision-making relating to system safety and security, including its related operational, budgetary, financial impacts. Establish performance measures and evaluation criteria to monitor and evaluate programs and unit performance.
13. Responsible for reviewing and editing written material, including Council, Executive and Regional Transit Committee agenda items and related background material, and ensuring that such material is thoroughly analyzed, well written, comprehensive, and submitted in a timely manner.
14. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of federal, state and local industrial safety and health regulations

Knowledge of program development, implementation, management and evaluation practices

Knowledge of training approaches and adult learning styles

Knowledge of principles, practices and procedures pertaining to the operation of a large and complex multi-modal transportation system

Skill in determining health risks and interventions; identifying, planning and implementing work strategies; problem-solving and analysis; program design and project management; budget development and management

Ability to manage and coordinate the work of professional and technical personnel; select, lead, supervise, train and evaluate staff

Ability to interpret and explain DOT safety policies and procedures

Ability to negotiate effectively; analyze and interpret legal regulations, rulings and decrees; design, develop and implement safety and training programs

Ability to analyze evidence to determine accident causes; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; make presentations

Ability to establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public

Ability to motivate and counsel employees and resolve conflicts

Ability to handle a number of projects or tasks simultaneously

Skill in working collaboratively with colleagues, labor unions and others

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

A bachelor’s degree in occupational health and safety, organization development, public safety management or other related field, ten years of related work experience and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

**Licensing, Certification and Other Requirements**

Washington State driver’s license or the ability to obtain transportation to locations with limited or no public transportation services

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 08/2016 - Created |