



SAFETY PROGRAM MANAGER

Hourly Rate: \$37.70 - \$50.53 with benefit package

DEFINITION

Under administrative direction, plans, organizes and manages El Dorado Transit's safety and security program including the development and implementation of on-going training and safety programs for all personnel; ensures safety programs are in compliance with all federal, state and local safety, health and environmental regulations, as well as industry standards; assists in the administration of the risk management program; and performs other duties as assigned. This role ensures the safety of all employees, passengers and the public by enforcing safety policies, conducting risk assessments, and leading safety training initiatives.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. Exercises direct supervision over staff during training and various safety related activities.

CLASS CHARACTERISTICS

This is a management classification that is responsible for overseeing El Dorado Transit's safety and risk management programs. Responsibilities include overseeing the agency Safety Committee, developing, planning, implementing and scheduling training and safety programs and remedial or refresher training and assisting in the investigation of all accidents. Positions in this classification rely on experience, training and judgment to ensure the efficient and effective delivery of safety and risk management related programs. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. This position serves as a resource to the Executive Director and other managers on safety and security related issues and is responsible for establishing objectives, timelines and methods to deliver work products. Performance of the work requires an extensive professional background, as well as skill in coordinating safety and training operations with those of other El Dorado Transit departments and public agencies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for El Dorado Transit's safety and risk management functions including development, coordination, overseeing and participation in the day-to-day operation of programs designed to reduce risk and ensure workplace safety and facility security; performs a variety of professional level duties involved in the implementation and coordination of various safety management programs including security, training, safety, environmental compliance, and emergency preparedness programs.

- Reviews, develops and updates safety related policies and procedures as required by law or as necessary; maintains transit safety-related manuals and documentation, including preparing and distributing communications; posts and maintains facility safety bulletin board with current information.
- Responsible for overseeing Transit Operator proficiency training; Transit Operator onboarding training.
- Provides content recommendations to develop and maintain a diverse range of policies and procedures manuals including but not limited to, El Dorado Transit's Driver's and Maintenance Handbook, Safety and Security Prevention Plan (SSPP), Safety Management System (SMS) and Injury and Illness Prevention Plan (IIPP).
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintains records and database; prepares reports.
- Conducts audits and analyzes hazards, accidents, and injuries; develops findings, prepares reports, and makes recommendations to management on risk mitigation.
- Performs investigations which can include: interviewing accident witnesses and victims, observing work site practices, and performing research on prior incidents, with the goal of identifying trends and additional areas for training; tracks accident and incident investigations and develops safety training programs to mitigate future loss.
- Performs operational safety reviews and audits; monitors employee's exposure to various safety risks and provides guidance to use of safety equipment; assists with the recommendations for safety features for vehicle and equipment procurement; conducts regular facility, park and ride and bus stop safety inspections; and prepares reports on findings for remediation of safety issues.
- Oversees and participates in the development and maintenance of a comprehensive security program including security and facility access badge system, training employees, creating access protocols, evaluating systems, and serving as a liaison with external vendors and public safety/law enforcement agencies.
- Develops and maintains El Dorado Transit's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provides training and conducts regular safety drills and preparedness for emergencies; coordinates with other agencies.
- Conducts the internal Safety Committee; serves as a representative for El Dorado Transit with external organizations.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the field of safety and risk program management.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of administering and coordinating a comprehensive operational and employee safety and security program.
- Policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Recent and on-going developments, current literature and sources of information related to training and health and safety programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including OSHA, California OSHA and FTA requirements
- Occupational hazards and standard safety procedures.
- Records management principles and practices
- Business mathematics.
- Methods and techniques involved in conducting analytical studies of risk and safety matters.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to the work performed.

Ability to:

- Apply principles, practices and methods of administering and coordinating comprehensive employee training and development programs.
- Develop and provide access for employees to training programs that address new and ongoing policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Apply applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Apply records management principles and practices.
- Comprehend, read and analyze a variety of administrative and technical data and prepare reports and operating procedures.
- Evaluate safety programs for cost-effectiveness and recommend improved methods of delivering effective programs.
- Independently organize work, set priorities, meet critical deadlines, and coordinate multiple priorities with designated timelines.
- Maintain confidentiality of sensitive information.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form, and maintain accurate records and files.
- Effectively represent El Dorado Transit in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major course work in risk management, occupational health and safety or closely related field, and six (6) years of increasingly responsible workplace safety and risk management program experience.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Driver's License and a safe driving record throughout employment.
- Possession of, or ability to obtain certification in safety management (e.g., Certified Safety Professional) within twelve (12) months of employment to the classification.

- Possession of, or ability to obtain within ninety (90) days, a Class B Driver's License with a passenger endorsement and no air brake restriction; and maintain a safe driving record throughout employment.
- Ability to obtain Verification of Transit Training (VTT) certification
- Ability to obtain First Aid and CPR certifications within twelve (12) months of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area or meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees periodically work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, hazardous physical substances and fumes. Employees may interact with upset staff or public and private representatives while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

- Ability to work early morning, evening, weekend, and holidays to respond to emergencies or conduct training sessions

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