

## **TRANSIT SAFETY COORDINATOR**

### **CLASS DESCRIPTION**

#### **General Responsibilities:**

This is responsible professional, administrative and technical work coordinating an overall centralized and uniform approach to varied safety and security programming throughout Metro Transit. This position is responsible for the development, management, and administration of policies and procedures necessary to safeguard employees, customers, facilities, equipment and vehicles of Metro Transit. The work involves providing consultation to managers in identifying and resolving safety problems, implementing related City programs, and coordinating the sharing of information relative to safety and security matters. Under the direction of the Transit Services Manager, the employee must exercise judgment and discretion in coordinating the functions and compliance of Metro's risk and safety programs in compliance with federal regulations.

#### **Examples of Duties and Responsibilities:**

Serve as the clearinghouse and technical expert on applicable Federal, State, and local health and safety laws, rules, and regulations, and coordinate associated compliance and reporting activities. Develop, implement, and evaluate Metro's safety and security plans for compliance with federal, state, and local regulations throughout the agency.

Provide technical assistance and coordination to management and to Metro's safety committees in the areas of safety and security.

Develop a management system to evaluate plan implementation for compliance and efficacy. Monitor and identify trends in worker incidents, risk analysis, and corrective actions. Report on employee safety related discipline. Analyze and report on vehicle and facilities insurance claims. Monitor effectiveness of individual safety programs.

Maintain records and statistics to monitor safety and security incidents. Monitor and report trends and significant incidents related to safety and security. Summarize and analyze results, develop recommended solutions to address identified hazards. Work with management to establish a plan of action and on-going hazard management systems to eliminate or moderate the identified hazards. Develop written reports on the results, follow-up on the actions taken by the unit relative to the plan, and prepare final reports as necessary.

Prepare plans and reports as needed for federal and state regulatory compliance, public oversight bodies, and internal work groups. Coordinate and update existing plans across federal safety, local emergency preparedness, and property insurer requirements. Maintain and update plans as necessary for compliance, mitigations, and efficacy.

Administer safety and security policies in coordination with City Risk Management personnel. Perform routine on-site observations for program adherence. Identify and work to eliminate hazards, and encourage safe working habits and environments. Identify needs and provision of on-site personal protective equipment for various programs.

Coordinate the implementation of Metro Transit's safety goals, rules, and/or programs. Deliver plans to applicable to units within the agency for implementation by unit managers. Work with

managers to support safety and security initiatives. Develop, implement, and maintain standard operating procedures related to safety and security in coordination with unit managers and city staff as appropriate.

Monitor activities and provide technical assistance on the development of safety and security manuals and procedures for tasks, equipment, facilities, certifications, and emergency response.

Prepare necessary communications to managers, employees, safety committees, etc. to provide information on safety and security issues.

Staff and/or support regular safety and security programming during agency unit meetings. Staff and coordinate safety and security related committees and work groups. Actively administer safety related programming as defined by the collective bargaining agreement.

Participate in training on safety and security policies and procedures. Serve as main resource for Metro's safety training needs and trouble shoot issues. Coordinate or conduct safety and security related training and drills agency wide. Coordinate emergency responder training on Metro equipment.

Liaison with police department and school district regarding dangerous and illegal situations on the buses and/or transfer points. Train on Emergency Operations Center procedures to support operations staffing.

Support staff in responding to customer and employee complaints, questions, and concerns regarding safety and security incidents. Coordinate with the Transit Services Manager on appropriate administrative and emergency actions when necessary and/or refer for resolution.

Monitor the scheduling of security patrols at facilities. Learn safety and security monitoring systems throughout Metro facilities. Manage Transit Exclusion policy.

Serve as a technical resource to evaluate the purchase of safety and security equipment for consideration in budgeting processes.

Coordinate annual safety and employee recognition events.

Perform related work as required.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities:**

Working knowledge of safety program administration principles, practices, equipment, and resources. Working knowledge of Federal, State and local laws, code, regulations relating to safety. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to learn and understand specific transit safety regulations. Ability to operate related testing equipment. Ability to identify unsafe working conditions, operating practices, or safety training needs and to develop effective recommendations and strategies for their resolution. Ability to create extensive written plans and reports and analyze data regarding safety statistics and other related information. Ability to evaluate plans, policies, trainings, and

systems for compliance and effectiveness ability to analyze raw data for reporting. Ability to establish effective working relationships with co-workers, other department/city staff, and the public. Ability to work effectively with multicultural populations. Ability to communicate effectively both verbally, in writing, and at public presentations. Ability to effectively investigate workplace safety concerns. Ability to recommend purchases of safety related equipment. Ability to conduct research into safety-related matters in order to develop effective recommendations. Ability to support recommendations with appropriate data. Ability to develop effective workplace safety policies and procedures. Ability to maintain adequate attendance.

**Training and Experience:**

Generally, positions in this classification will require:

Two (2) years of responsible occupational safety experience, which included involvement in safety program development, plan writing, implementation, and monitoring; including hazard identification and resolution. Such experience will normally have been gained after graduation from an Associate’s degree program in Occupational Safety or closely related field. A Bachelor’s Degree in Occupational Safety or a closely related field may be substituted for one (1) year of work experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of the position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

**Special Requirements:**

Possession of a valid driver’s license.

Transit Safety Institute Certification within three (3) years.

**Physical Requirements:**

The incumbent will be expected to physically visit Metro worksites throughout the City in order to conduct safety studies. This may involve walking over various terrain, including hilly, muddy, and snowy terrain. Work may be performed in all weather conditions and may involve dangerous chemicals, heavy machinery, and other hazardous conditions. The incumbent must possess the physical strength, ability and acuity necessary to conduct safety studies and inspections.

Department/Division	Comp. Group	Range
Metro	44	5

Approved: \_\_\_\_\_  
 Harper Donahue IV Date  
 Human Resources Director