



JOB DESCRIPTION

JOB TITLE:	Safety, Security, and Training Manager
FLSA STATUS:	Exempt
REPORTS TO:	Transit System Program Manager
GRADE LEVEL:	11
ANNUAL SALARY RANGE:	\$53,885-\$68,970
ANNUAL HIRING RANGE:	DOE

ESSENTIAL FUNCTIONS:

The Safety, Security, and Training (SST) Manager is responsible for maintaining a safety culture within the organization, focusing primarily on transit, acts as the lead on security issues, and ensures all training programs are implemented efficiently. The SST Manager is also responsible for compliance with a myriad of governmental programs, including the safety, security, and training requirements of Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), California Air Resources Board (CARB), California Department of Toxic Substances Control (DTSC), California and Nevada Department of Motor Vehicles, California Environmental Protection Agency (CalEPA), Environmental Protection Agency (EPA), Federal Transit Administration (FTA), Department of Transportation (DOT), California Department of Transportation (Caltrans), Nevada Department of Transportation (NDOT), California Highway Patrol (CHP), Nevada Highway Patrol (NHP), Federal Motor Carrier Safety Administration (FMCSA), and California State Water Control Boards. The SST Manager works closely with the Transit System Program Manager, Operations Manager, and Fleet and Facilities Manager to coordinate policies, procedures, training, and reporting to ensure compliance. The incumbent will be a hands-on manager helping implement programs and procedures in compliance with State and Federal regulations and District policies.

POSITION SPECIFIC REQUIREMENTS:

- Assists, plans, and implements safety, security, and training policies and procedures in compliance with local, state, and federal rules and regulations. Ensures all operators are current with training requirements.
- Ensures all safety, security, and training manuals, programs, policies and practices are current and meet the needs of the District.
- Develop training curriculum needed to comply with state and federal regulations.
- Resides as the expert in California and Nevada Commercial Driver's License (CDL) compliance and regulations.
- Ensures that safety technology tools are used and those results are examined, trend data is analyzed and plans are developed to reduce and then prevent future safety incidents.
- Oversees safety incentives and programs and ensures they are managed effectively and consistently.
- Ensures a consistent safety, security culture and emphasizes the team approach and individual responsibility of all employees to achieve common goals.

- Oversees successful completion of all related audits including those conducted by state and federal regulatory agencies.
- Leads the agency in the area of safety organization regarding classroom and behind the wheel instruction.
- Conducts post-incident investigation and prepares report, identifying possible causes and hazards for use by District personnel and senior management.
- Maintains safety files and records.
- Coordinates monthly Safety Committee Meeting ensuring that committee members are adhering to the established Safety Committee Charter.
- Manages related contracts and procurements.
- Other duties as assigned.

KNOWLEDGE/SKILLS:

- Transit safety experience, including Safety Management System regulated under the FTA.
- Experience working in transit, preferably a public agency.
- Previous passenger transportation in a similar environment preferred.
- Possession of, or ability to obtain, a class B driver license, including air brake and passenger endorsement with a good driving record.
- College degree or five (5) plus years of safety management experience.
- Prefer CDS (Certified Director of Safety) and/or CSP (Certified Safety Professional) Designation. Certifications according to local contract requirements.
- Prefer the Transit Safety Institute (TSI) Transit Safety and Security Program Certificate or completion of courses.
- Knowledge of all applicable safety rules and regulations.
- Knowledge of regulations and updates to safety and security programs and policies.
- Experience preparing and presenting trainings to audiences of varying sizes.
- Proficient computer skills with relevant software applications (Word, PowerPoint, Excel, Outlook, Acrobat, etc.) and general office equipment.
- Communication and strong interpersonal skills as applied to interactions with coworkers, supervisors, and the general public sufficient to exchange or convey information and to receive work direction.

ABILITIES:

- Interpret and apply TTD policies and procedures, as well as federal, state, and local laws and regulations
- Conduct research and/or investigations
- Problem solving and effective decision making
- Prepare reports, presentations, training materials, promotional materials and/or other related documentation and correspondence
- Public speaking
- Ability to read, write and speak English fluently
- Ability to communicate effectively and work with all departments.
- Ability to work independently and objectively
- Strong organizational skills
- Strong analytical skills

ANALYSIS:

Requires strong analytic ability in somewhat complex areas.

DECISION MAKING:

Interprets somewhat complex rules/guidelines in making decisions.

PROJECT MANAGEMENT:

Acts as project/program coordinator or project supervisor, working with more senior project manager. May also manage a small portion of larger project with senior project management review.

COMMUNICATION LEVEL:

Requires ability to communicate detailed information either verbally or in writing. May make public presentations concerning issues and recommendations. Answers questions and clarifies points.

DISTRICT BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume and application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.