



JOB DESCRIPTION

JOB TITLE:	Safety, Security, and Training Coordinator
FLSA STATUS:	Exempt
REPORTS TO:	Transit System Program Manager
GRADE LEVEL:	10
ANNUAL SALARY RANGE:	\$49,870 – \$63,862
ANNUAL HIRING RANGE:	DOE

ESSENTIAL FUNCTIONS:

The Safety, Security, and Training (SST) Coordinator is responsible for leading and developing a team of safety sensitive transit employees while displaying outstanding customer service skills. The SST Coordinator determines specialized training in compliance with Department of Transportation (DOT), Federal Transit Administration (FTA), Nevada Highway Patrol (NHP), California Highway Patrol (CHP), and Department of Motor Vehicles (DMV) rules and regulations, under the direction of the Operations Manager. The SST Coordinator develops and implements safety management system programs and other safety-related policies and procedures. The position will respond to incidents, such as collisions or passenger injuries; audit findings; and manage safety and security related contracts. The SST Coordinator develops, implements, coordinates, and monitors training materials, lesson plans, training schedules, safety audits, safety management system programs and other safety-related policies and procedures.

POSITION SPECIFIC REQUIREMENTS:

- Develops detailed technical training (lesson plans and schedules) and evaluation materials and determines specialized training needs with management staff
- Conducts administrative classes, compliance trainings, and security analysis
- Conducts classroom, behind-the-wheel, and individualized training and retraining in the safe operation of vehicles and equipment in compliance with CHP, DMV, and FTA's guidelines and requirements
- Reviews incident reports, photos, and videos to determine preventability
- Serves as a mentor for classroom and behind the wheel instructors; develops recommendations and writes staff reports
- Performs related work as required

KNOWLEDGE/SKILLS: *(Any combination of education and experience that provides the knowledge and skills required is qualifying.)*

Experience: Five years of full-time experience in the transit industry, including three years of supervisory or lead experience and one year of experience in conducting, coordinating and developing employee training and development programs.

Education: Associate degree in Public or Business Administration, or a related field. Relevant job experience may be substituted for education.

License and/or Certificates:

- Valid (or ability to obtain) Commercial Driver's License with Passenger Endorsement and Air Brake Endorsement
- Valid Verification of Transit Training Certificate (VTT) in California
- Must hold a valid Medical Certificate
- Must possess or be willing to obtain Transportation Safety Institute (TSI) Transit Safety and Security Program (TSSP) Certificate in:
 - Transit Bus System Safety
 - Fundamentals of Bus Collision Investigation
 - Transit System Security
 - Effectively Managing Transit Emergencies
- Must possess or be willing to obtain Instructors Course in Bus Operator Training
- Must possess or be willing to obtain the Advanced Safety Certificate, or equivalent, from the National Safety Council

ABILITIES:

- Familiarity with OSHA, EPA standards, NIMS and ADA requirements
- Thorough knowledge and understanding of DOT, FTA, and Transit Security Administration rules and regulations
- Ability to interpret and explain regulations to others
- Strong written and oral communication skills
- Excellent presentation skills
- Knowledge of Microsoft Office application, particularly Word, Excel and PowerPoint
- Ability to administer policies, procedures, and rules
- Solid training experience in needs assessment and evaluation
- Ability to work with all levels within the organization
- Public transportation experience is a plus
- Must be flexible and available to work various shifts on weekdays, weekends, evenings, overtime and holidays

ANALYSIS:

Requires strong analytic ability in somewhat complex areas.

DECISION MAKING:

Interprets somewhat complex rules/guidelines in making decisions.

PROJECT MANAGEMENT:

May act as lead or help others on project or program team.

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, a cover letter describing how their experience relates to this position, and application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.