

Nature of Work

The position provides highly responsible administrative and technical support to the Director of Human Resources with direct access to the Chief Executive Officer. Oversees, manages, supervises, and coordinates agency-wide system safety, loss control and emergency response programs, functions, and operations. Develops and implements programs to reduce the frequency, severity, and cost of employee and 3rd party accidents, injuries, and occupational illnesses. Analyzes new and existing processes, or systems to determine the existence, severity, probability, and outcome of hazards or vulnerabilities. Develops and implements bus system safety programs in coordination with agencies and contractors. Develops and recommends safety policies to executive management, and coordinates assigned activities with other departments, programs, and outside agencies.

Supervision Received

Position receives direction from the Director of Human Resources and Labor Relations.

Supervision Exercised

Provides supervision to the Claims Specialist in the area of STA's self-insured loss control program including claims management.

Essential Functions

The Safety Manager has the oversight authority and responsibility for the day-to-day implementation and operations of the Agency's Safety Management System (SMS); develops and maintains the Agency Safety Plan (ASP) and reports to the CEO. The safety of operations rests with the relevant agency managers. The Safety Manager's role is to assist those managers with safe operations. The Safety Manager meets frequently with management to provide direction and supervision for the development and implementation of various programs and plans that define the safety culture and safety requirements, and define the level of safety requirements for STA, its employees, consultants, and contractors, patrons, and facilities. The duties of the Safety Manager include taking the lead in:

- Developing and maintaining safety policies, plans, procedures, and a proactive SMS Plan.
- Providing advice for developing realistic and data-driven safety performance indicators and safety performance targets.
- Verifying compliance with the SMS Plan and the Accident Prevention Plan with relevant legislation, guidelines, and standards.
- Providing advice, interpretation, and recommendations over technical matters such as safety design and systems in new bus/van purchases, facility renovations, and other areas (e.g., standards for safe working, job hazard analyses, and the development of standard operating procedures and handbooks).
- Coordinating closely with Security on plans, procedures, and programs related to bus operator safety activities that involve passenger injuries or incidents (e.g., disruptive behavior), pedestrian incidents or incidents with other road users (e.g., collisions), preventing and mitigating worker assaults, emergency response and security procedures for the different modes.
- Developing safety training, competency and awareness programs, and providing advice, input, and final review in developing training activities.
- Tailoring safety management plans for the conduct of operations based upon risk.
- Allocation of safety resources based on work, associated hazards, and importance of facilities/activities.

- Providing training and education plan programs that maintain competency in safety critical areas.
- Measure and report program effectiveness in a form that is useful and relevant.

Example of Duties

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. May be required to perform additional, position-specific duties.

- Plan, direct, coordinate, and review the work of assigned staff; assign work activities and coordinate schedules, projects, and programs; provide constructive feedback; review and evaluate work and make effective suggestions and recommendations.
- Coach, train and motivate staff in implementing and following safety standards; coordinate and/or provide staff training.
- Manage employee relations and expectations to create a safety-minded work environment.
- Manage the workflow and prioritization of projects that measure the performance of the Agency and all related staff and takes appropriate corrective action when necessary.
- Provide advice and counsel to staff; create developmental work plans for staff;
- Facilitate implementation of corrective actions for safety-related discrepancies and deficiencies.
- Assist with discipline and termination procedures as appropriate.
- Organize and advise the Safety Committee, incorporating represented and non-represented employees in various departments.
- Coordinate the annual Roadeo and safety awards banquet.
- Provide technical advice and guidance on safety and injury claims and their related issues and activities. Evaluate potential hazards and assess the need for mitigation.
- Evaluate reports, videos, and use appropriate criteria to make determinations regarding preventability of vehicle accidents.
- Lead and coordinate the accident review process for applicable departments.
- Develop, administer, maintain, and oversee the annual departmental budget. Make recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies. Review and approves department expenditures and implement adjustments.
- Direct the development and coordination of the emergency response management process and coordination with other departments and external responders.
- Provide support to the Human Resource and Executive management on matters as directed.
- Serve as staff on various committees. Prepare and present staff reports and other necessary correspondence. Attend and participate in professional group meetings.
- Maintain awareness of new trends and developments in the fields related to area of assignment. Incorporate new developments as appropriate and ensure processes, policies and practices are interpreted and applied consistently and effectively. Ensure accountability and compliance with all current and applicable state and federal laws, STA policies and procedures, rules, and regulations.
- Oversee all responses to safety related complaints/incidents and review written reports from such complaints/incidents. Directs and oversees follow-up investigations as needed.
- Manage various technology-related systems in support of public safety.
- Preparation of written documents to solicit bids for services and service agents related to overall System Safety.
- Represent Spokane Transit in professional and positive light to the community.
- Must be punctual, reliable, and maintain regular attendance.

- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.
- Coordinate the agency Driver License Monitoring program, which includes data entry, discrepancy monitoring, investigation and final disposition
- Coordinate the Redlight/School Zone Photo Enforcement program, which includes processing agency infractions and ensuring timely payment of infractions and notifications to all agency employees involved.
- Other duties as assigned.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

Minimum Requirements

Training and Experience

Bachelor's degree from an accredited college or university in industrial hygiene, safety, or a related field, and eight years of experience directing and managing the safety and related functions of a safety operation in a medium to large organization; OR an equivalent combination of education and experience.

License

Must possess and maintain a valid driver's license from the state of residence. Maintain any safety credential requirements that may currently be necessary as a safety manager in the transit industry, or as required by STA and/or federal, state, and local regulations.

Physical Requirements

The physical activity of position requires the ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, feel, and talk. Must be able to perceive the nature of sounds with no less than a 40 db loss @ .500 Hz, 1000 Hz and 2000 Hz with or without correction. Ability to receive detailed information through oral communication and to make discriminations in sound. Exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Visual acuity to determine color, depth and field of vision.

Incumbent is subject to both inside and outside environmental conditions, with no effective protection from weather, and to hazards which include a variety of physical conditions; atmospheric conditions which affect the respiratory system or skin and to occasionally wear a respirator.

Computer Skills

Experience within the Microsoft environment, and the ability to learn new software programs quickly.



Position Description Safety Manager

Selection Factors

- Knowledge of operational characteristics, services, and activities of safety, workers' compensation and liability claims and associated programs.
- Pertinent state and federal regulations; STA policies, procedures, rules and regulations.
- Knowledge of safety functions and programs including Federal Transportation Administration (FTA) system safety programs, facility safety, (DOSH/OSHA/FTA) safety and hazard analysis and mitigation.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of business/industry principles and practices for the area of responsibility and external and management reporting requirements and report preparation.
- Knowledge of budget preparation and administration principles and practices.
- Knowledge of modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- It is the responsibility of all employees to follow the STA safety rules, regulations, and procedures pertaining to their assigned duties and responsibilities, which could include systems, operations, and/or other employees.
- Ability to establish and maintain working relationships and express and convey information effectively both orally and in writing.
- Ability to establish and maintain complex records and reports.
- Ability to work under general supervision.
- Ability to handle stress and continue to perform all duties and provide service to the public in a courteous, responsible, and timely manner.

Wage

Salary as provided for in the STA Salary and Compensation Policy.

AA/EEO Notice

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

Acknowledgement

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature