



SENIOR OPERATIONS SAFETY SPECIALIST

FC: SC135
PB: G
FLSA: Exempt

PC: 890
BU: 31 (AFSCME)
Revised: June 2015

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Participates in the more complex and difficult work associated with the design, analysis, review, administration, and implementation of the District rail operations safety programs; manages incident scenes, performs complex rail incident investigation and reports to management and regulatory agencies; coordinates activities with other departments and divisions, and outside agencies; promotes adherence to operations safety practices and policies; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the senior level class in the Operations Safety Specialist series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment or may exercise supervision over assigned lower level staff. Employees are assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of duties. The position receives direction from the Manager of Operations Safety Division and Chief Safety Officer.

REPORTS TO:

This position reports to the Manager of Operations Safety or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Independently oversees or performs complex investigations into rail accidents and incidents occurring on the system, including responding and managing the accident/incident scene, identifying the most probable cause and other contributing causes, making recommendations for corrective action, compiling various written reports for management and outside agencies, and chairing accident investigation review teams.
2. Reviews, negotiates, and incorporates as appropriate, proposed modifications to the District's operating rules and procedures; negotiates, maintains, and updates the District's emergency plans as needed.

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3. Plans, organizes, performs, and documents internal safety audits of Transportation, Maintenance, Training, Engineering, and various other departments in the District.
4. Investigates and resolves claims of unsafe conditions, practices, or acts within the District.
5. Provides safety technical and compliance information to District management staff, employees, and contractors.
6. Evaluates, documents, and makes recommendations regarding safe work practices.
7. Develops safety and emergency response education and training programs; evaluates training needs; develops materials and conducts training in safety-related practices, procedures, and techniques; conducts drills and training for local fire and emergency response services.
8. Maintains records and develops statistical reports and graphs on safety-related indicators.
9. Reviews contract documents and participate in safety certification audits of District planned system additions/modifications; monitors and inspects planned District facilities for compliance with operational safety and environmental requirements.
10. Performs safety inspections and checks of existing facilities and systems including stations and communication equipment.
11. Functions as liaison between the System Safety Department and other District departments, and between the District and regulatory agencies; participates on a variety of District-wide safety-related committees; communicates safety concerns and integrates safety concerns into goals, objectives, priorities, and project plans.
12. Supervises and directs work to Operations Safety Specialist, reviews work and plan assignments, mentors and schedules training; may exercise functional and technical supervision over lower level staff; lead team activities and conduct group meetings.
13. Works with different computer programs, including word processing, spreadsheets, and databases programs.
14. Maintains awareness of new developments in the field of operational and industrial safety; incorporates new developments as appropriate into programs.

QUALIFICATIONS

Knowledge of:

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- Operations, services and activities of a railroad or rail transit agency.
- Understanding of rail systems and components, such as train control, interlocking, and switch machines.
- Principles of supervision and training.
- Methods and techniques of statistical analysis.
- Principles and practices of system safety.
- Principles and practices of safety and training program development and implementation.
- Methods and techniques of assessing safety hazards and implementing corrective measures.
- Methods and techniques of investigating safety-related accidents and injuries.
- Applicable building and fire safety codes.
- Recent developments, current literature and information related to operating safety rules and regulations.
- Related and updated Federal, State, and local laws, codes and safety regulations.
- Principles of rail transit operations, system function, and maintenance requirements.
- Method of performing safety audits of operations and maintenance.

Skill in:

- Overseeing complex accident investigations, including the ability to draw accurate conclusions from the analysis of data, rules, test results, and witness accounts.
- Leading, organizing and reviewing the work of staff both in teams and as individuals.
- Developing and conducting safety training programs.
- Monitoring Safety program performance and recommending adjustments.
- Identifying safety training needs.
- Evaluating operational area safety performance and requirements.
- Reviewing, interpreting, explaining, and compiling District policies, operating rules, and procedures.
- Utilizing specialized revenue vehicle and operation knowledge to decipher complex issues.
- Communicating clearly and concisely, both orally and in writing.
- Preparing clear and comprehensive reports and documentation.
- Establishing and maintaining effective working relationships with those contacted in the course of work including the general public.
- Work with multiple projects.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable rail operations, rail maintenance or rail_system safety experience.

Other Requirements:

Must respond to afterhours incidents and perform field activities including (but not limited to) accessing the BART operating right-of-way, climbing on and off rail equipment, climbing ladders, walking on uneven surfaces, and visiting construction sites.

Must possess a valid Class C California driver's license and have a satisfactory driving record.

Must complete an Incident Command System Training including ICS 100, 200, 300, 400, and IS 700 and 800 by the completion of the probationary period.

Possess a Transit Safety and Security Specialist certification.

Substitution:

Additional closely related work experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to inclement weather conditions; noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals.

Physical Conditions:

May require maintaining physical condition necessary for walking and standing for prolonged periods of time, and walking on uneven surfaces, standing, and climbing (ladders in and out of trains and accessing aerial structures) for prolonged periods of time.

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