



CHIEF SAFETY OFFICER

JC: SF200
PB: 12
FLSA: Exempt

PC: 960
BU: 95
August 2002

*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

Plans, directs, manages and oversees the activities and operations of the System Safety Department including industrial, operations, safety engineering, and accident investigation programs; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Executive Manager, Transit System Compliance, and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate supervisors, all activities throughout the District related to the development, implementation, audit, inspection and analysis of safety programs and issues. In addition, the class is responsible for directing the investigation and analysis of all accidents in the District. The incumbent is accountable for accomplishing departmental goals and objectives within general policy guidelines. The class is distinguished from the Executive Manager, Transit System Compliance in that the latter has overall responsibility for all safety, civil rights and internal audit functions and activities.

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

1. Assumes full management responsibility for all departmental services and activities including compliance with safety regulations and investigation of employee and patron accidents; oversees District preparations for emergency and disaster responses; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the System Safety Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

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5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Responds to urgent operational problems as necessary; ensures application of satisfactory solutions to operational problems.
7. Manages accident investigations; ensures proper accident investigation procedures are followed; reviews and approves accident reports.
8. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Represents the System Safety Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides staff assistance to the Executive Manager, Transit System Compliance; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of safety engineering and industrial hygiene.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operations of a comprehensive industrial and system safety program
- Principles and practices of safety engineering and industrial hygiene
- Principles and practices of emergency preparation programs
- Principles and practices of policy development and administration
- Principles and practices of accident investigation programs
- Mandated rules and regulations governing occupational health and safety programs
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill in:

- Managing a comprehensive transportation, industrial and system safety program
- Developing and administering departmental goals, objectives and procedures
- Analyzing complex safety issues
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and Needs
- Planning, organizing, directing and coordinating the work of lower level staff
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and techniques
- Representing the District effectively to outside agencies
- Managing and evaluating accident investigations
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

Other Requirements:

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

Must be willing to travel within the Bay Area and work in exposure to field conditions in the course of major accidents, incident investigations and related safety work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in safety engineering, industrial hygiene, or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable safety program experience which must have included at least three (3) years of management and administrative responsibility.

Substitution:

Additional professional 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, exposure to computer screens; exposure to field conditions in the course of major accidents, and other related safety work; exposure to weather conditions.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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BART EEO-1 Job Group: 0500 - Executives/Managers
Census Code: 0020 - General and Ops Managers
Safety Sensitive: N