



MANAGER OF OPERATIONS SAFETY

FC: SC105

PB: H

FLSA: Exempt

BU: 31 (AFSCME)

Created: December 1986

Revised: January 2020

*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

Under direction, manages, supervises and administers the activities and operations of the District's Operations Safety Division including the identification and evaluation of safety related risks and implementation of corrective measures for rail operations and extensions; manages and ensures the District compliance with CPUC General Orders; conducts rail related safety inspections and investigations; develops, manages and administers the District's comprehensive rail safety operational policies and procedures; provides highly complex administrative support to the Chief Safety Officer; performs related duties as assigned.

CLASS CHARACTERISTICS

This full level supervisory/managerial classification is responsible for managing and overseeing the District's rail related safety inspections, investigations of incidents and accidents, implementation of corrective actions for operation safety activities, and the District's emergency planning and drills. Incumbents are responsible for overseeing the work of professional level operations safety staff responsible for ensuring the implementing rail related safety compliance and ensuring the safe operation of the District's rail services. This classification is distinguished from the Chief Safety Officer in that the latter is responsible for all activities and operations of the District's Safety department.

REPORTS TO

Chief Safety Officer or designee.

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

1. Develops, manages, and administers safety related activities of the Operations Safety Division including the identification and evaluation of safety risks for the District's rail operations services.
2. Investigates safety related rail operations accidents and incidents; performs walk through inspections; conducts safety checks on current and proposed operations and extensions; coordinates CPUC triennial safety audits with BART departments.
3. Identifies and reports on safety related hazards to senior management and the California Public Utilities Commission (CPUC); tracks corrective actions from audit recommendations.

4. Manages and administers the District's comprehensive rail safety operational policies and procedures (Operations Rules and Procedure Manual, Roadway Protection Manual, and Operating Bulletins).
5. Serves as safety liaison with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
6. Coordinates training with District and local fire protection services; plans and conducts drills to determine emergency response times.
7. Participates in the management of the District's Safety Management System (SMS) and successful transition of System Safety Program Plan (SSPP) to Public Transportation Agency Safety Plan (PTASP) as required by Federal regulation 49 CFR Part 673.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
10. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to safety programs, policies and procedures as appropriate.
11. Attends and participates in professional group meetings; serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; stays abreast of new regulations, trends and innovations in the field of transportation safety.
12. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
13. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
14. Provides responsible staff assistance to the Chief Safety Officer; assumes department responsibility in the absence of the Chief Safety Officer.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a transportation safety program
- Principles and practices of transportation safety and safety engineering
- Principles and practices of program development and administration
- Methods and techniques of safety inspection and investigation
- Principles and practices of budget preparation and administration

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- Methods and techniques of accident investigation
- Operating principles of rail transportation systems
- Principles of supervision, training and performance evaluation
- Functions and authority of regulatory agencies in relation to operations safety
- Emergency response policies and procedures
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive transportation safety program
- Overseeing, directing and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Conducting safety audits on the performance of rail operations and activities
- Investigating and analyzing accident and incidents
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering large program budgets
- Reading and interpreting schematic diagrams and plans
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Evaluating operations safety features
- Interpreting and applying 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

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Five (5) years of (full-time equivalent) verifiable professional safety programs experience which must have included at least two (2) years of administrative and supervisory experience.

Other Requirements:

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

Must respond to after-hours, weekend and holiday incidents and perform related field activities

Substitution:

Additional professional safety programs 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; field or shop environment; exposure to heat, cold, and inclement weather conditions.

Physical Conditions:

Must be physically able to conduct field activities which may include (but are not limited to) accessing the BART operating right-of-way, climbing on and off rail equipment, climbing ladders, walking on uneven surfaces, visiting construction sites and operating a motor vehicle.

BART EEO-1 Job Group: 0430 – Miscellaneous Managers

Census Code: 1500 – Supervisors/Other

Safety Sensitive: No