



## PRINCIPAL OPERATIONS SAFETY SPECIALIST

JC: 000298

PB: H

FLSA: Exempt

BU: 31 (AFSCME)

Created: July 2019

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 general supervision, participates in the most technical and complex tasks associated with the design, analysis, review, administration and implementation of the District's Safety Management System (SMS) and Public Transportation Agency Safety Plan (PTASP), including interaction with internal stakeholders and outside agencies on all matters involving safety management policy, safety risk management, safety assurance, and safety promotion in support of and adherence to SMS practices and policies; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the highest level within the Operations Safety Specialist series. Positions at this level perform the most complex and technical work assigned to the series and may be responsible for overseeing the work of contractors or may assist higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff. This classification differs from the Manager of Operations Safety in the latter is responsible for directing, supervising and coordinating the activities and operations of the Operations Safety Division within the System Safety Department including the identification and evaluation of safety risks on rail operations and extensions.

### **REPORTS TO:**

Manager of Operations Safety or designee

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

1. Participates in the District's Safety Management System (SMS) and ensures successful transition of System Safety Program Plan (SSPP) to Public Transportation Agency Safety Plan (PTASP) as required by Federal regulation 49 CFR Part 673.
2. Participates in facilitating relationships between internal departments and outside agencies including the California Public Utilities Commission (CPUC) and Federal Transit Administration (FTA) on all matters involving SMS and PTASP.
3. Responds to rail operations accidents and incidents and conducts investigations on behalf of

## Principal Operations Safety Specialist

Page 2

System Safety Department. Develops investigation report and coordinates with responsible parties on Corrective Action Plans (CAP) as required.

4. Conducts internal safety & security audits and operations safety compliance checks; develops reports and coordinates with responsible parties on resulting CAPs as required.
5. Performs Districtwide safety inspections of existing facilities and systems including stations and communication equipment.
6. Coordinates and maintains an employee reporting program in concert with other safety reporting mechanisms within the System Safety Department; continuously strives to ensure employees are aware of this program.
7. Reviews and revises (as appropriate) BART safety performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan (NSP) and other criteria and standards in FTA's Public Transportation Agency Safety Plan (PTASP).
8. Conducts an annual review and update of BART's PTASP and completes annual Certification of Compliance that the safety plan meets the requirements of the FTA rule.
9. Assists the Manager of Operations Safety in the performance of Operations Safety division's roles and responsibilities including safety programs mandated by the CPUC.
10. Supports the Department of Fire Life Safety and BART Police Department's Manager of Emergency Preparedness on the District's emergency preparedness and response plan, fire drills, emergency functional exercises, fire department familiarization training and related activities.
11. Evaluates, documents, and makes recommendations regarding Districtwide safe work practices.
12. Participates in the development of SMS safety communication and training program and delivers safety promotion training to employees.
13. Maintains SMS records and documentation and develops SMS statistical reports on safety performance data.
14. Functions as liaison between the System Safety Department and other District departments, and between the District and regulatory agencies; participates on a variety of Districtwide safety-related committees; communicates safety concerns and integrates safety concerns into goals, objectives, priorities, and project plans.
15. Maintains District awareness of FTA and SMS developments and updates program as appropriate.
16. Leads assigned employees in their areas of work including methods, procedures and techniques.
17. Attends, leads, and participates in professional group meetings and a variety of committees; stays abreast of new trends and innovations in the field; prepares and presents staff reports and other

correspondence as appropriate and necessary.

18. May participate in the selection and training of assigned staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- 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
- 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/Ability 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

## **MINIMUM QUALIFICATIONS**

### **Education:**

Bachelor's degree in safety engineering, industrial hygiene, or 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

## Principal Operations Safety Specialist

Page 4

experience.

### **Other Requirements:**

- Must possess and maintain a valid California driver's license and have a satisfactory driving record
- Must have completed or complete within 3 years the Public Transportation Safety Certification Training Program per 49 CFR Part 672
- Must be willing and able to work off-hours shifts, holidays and weekends
- 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 complete an Incident Command System Training including ICS 100, 200, 300, 400, and IS 700 and 800 by the completion of the probationary period
- Transit Safety and Security Program certification desirable

### **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.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 0565 – Compliance Officers  
**Safety Sensitive:** No