



JOB TITLE:	<b>DIRECTOR OF SAFETY &amp; TRAINING</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>DEPUTY GENERAL MANAGER – BUS DIVISION</b>	EEO CATEGORY:	<b>01 - EXECUTIVE</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*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.*

## Position Summary

Under the general direction of the Senior Director of Transit Operations, serves as the Safety and Training Officer for Golden Gate Transit (GGT) and directs safety and training activities in compliance with federal, state and local safety regulations. Oversees, designs and implements training programs for new and returning bus operators/apprentices, mechanics, and other operations staff. Oversees the development and continuous improvement of Golden Gate Transit’s safety management systems (SMS) with respect to bus operations and maintenance policies, procedures and programs.

## Essential Responsibilities

### A. Training Responsibilities (Transportation & Fleet and Facilities)

- Manages and leads the design, development, implementation and continuous improvement of all bus operator training programs, including GGT’s 11-week new bus operator/apprenticeship training program, Return-to-Work and Verification of Transit Training (VTT) classes, as well as training for Bus Division staff necessary for meeting job requirements and/or operating a revenue vehicle
- Provides leadership and supervision for a team of four (4) to ten (10) training professionals (two Safety/Training Supervisors, a Full-time Trainer, a Lead Trainer (Fleet & Facilities), and Bus Operator Instructors)
- Leads the in-house implementation and management of the California Department of Motor Vehicles (DMV) Employer Testing Program (ETP)
- Ensures compliance with federal, state, and local regulations affecting licensing, certification and/or endorsement requirements for operating a revenue vehicle and other equipment necessary for the safe operation and delivery of Golden Gate Transit services
- Manages GGT’s Bus Operator pre-apprenticeship and apprenticeship programs as required; participates in and supports joint labor management committees; serves as the District liaison on local, state or federal committees with a shared interest in apprenticeship programs as required
- Leads and manages train-the-trainer programs for the Transportation and Fleet and Facilities Units



- Provides management and implementation support to the Director of Fleet and Facilities on technical and general training needs; oversees and coordinates the activities of the Fleet and Facilities Unit's Lead Trainer
- Designs, implements and delivers safety training pertinent to GGT's safety management system (SMS)
- Supports professional development of staff through coaching, mentoring and regular performance feedback

## **B. Safety Responsibilities**

- Provides information and advice to senior management and to the Accountable Executive (General Manager) on matters relating to safe operations
- Develops and implements safety systems, practices, policies, and procedures for the Bus Division, including safety and training programs for bus operations staff, bus operators and mechanics in partnership with other stakeholders in the Bus Division
- Manages activities to ensure compliance with federal, state and local safety and training requirements, including those required by the Federal Transit Administration (FTA)/Public Transportation Agency Safety Plan (PTASP Rule), DMV, California Highway Patrol (CHP), and Federal Motor Carrier Standards Administration (FMCSA)
- Reviews operational and maintenance practices, policies and procedures, and recommends safety improvements
- Leads the annual review of Golden Gate Transit's (GGT) Public Transportation Agency Safety Plan (PTASP) with support from Bus Division stakeholders; oversees GGT's Safety Management System (SMS) Implementation Plan and works with stakeholders on its continuous improvement
- Issues Safety Bulletins, Memorandums, and/or other safety communication pieces for the Bus Division
- Engages employees to promote safety and the value of GGT's safety management systems
- Issues and addresses accident infractions for represented staff in the Transportation and Fleet and Facilities Units pursuant to applicable collective bargaining agreements
- Oversees accident/incident investigations, hazard and risk assessments, and corrective measures to mitigate identified hazards or risks
- Works collaboratively with union representatives on safety-related issues
- Oversees the Bus Division's Safety Committee
- Collaborates with other District Divisions and departments on safety and security issues, responds to emergency situations, and works to minimize workplace hazards
- Supports the annual fiscal year budget preparation process by clearly defining and justifying the capital and operating needs of the Safety and Training Department
- Performs additional related duties as assigned
- Regular and reliable attendance is a requirement of this position

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Operational characteristics, services and activities of a transportation safety program
- Principles and practices of program development and administration
- Principles of effective leadership, employee performance management and teambuilding
- Principles of collective bargaining and working in a unionized work environment
- Methods and techniques of safety inspection and investigation
- Principles and practices of budget preparation and administration
- Methods and techniques of accident investigation
- Operating principles of a public transit system
- Functions and authority of regulatory agencies in relation to operations safety
- Principles and practices of transportation safety management and safety engineering
- Emergency response policies and procedures
- Related Federal, State and local laws, codes and regulations
- Office computer software such as Word, Excel, and Access

### Skill in or Ability to:

- Oversee and participate in the management of a comprehensive transportation safety program
- Investigate and analyze accidents and incidents
- Respond to accidents in the field under all weather conditions and at all times of the day
- Cope with changing circumstances and situations with little supervision
- Participate in the development and administration of division goals, objectives and procedures
- Prepare and administer program budgets
- Read and interpret schematic diagrams and plans
- Analyze and solve problems through critical thinking
- Research, analyze and evaluate new service delivery methods and techniques
- Establish broad operational knowledge and experience in the functions of the organization
- Interpret and apply relevant Federal, State and local policies, laws and regulations
- Foster positive relationships with regulatory authorities, agencies and service providers outside the organization
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with various individuals and organizations



## Minimum Qualifications

### Education and/or Experience:

- Bachelor Degree in Public Administration, Transportation, or related field. Position related experience may be substituted on a year per year basis in lieu of a degree. Applicants who do not possess a degree should attach a statement supporting qualifying experience which must be submitted at the time of application
- Four (4) years of full-time equivalent verifiable, professional training and safety experience or related experience, preferably with a public transportation or governmental agency
- Supervisory experience is preferred

### Required License and/or Certification:

- Must possess and maintain a current, valid California Commercial Class B driver's license with air brakes and passenger endorsements. If not currently a commercial license holder, successful applicant must obtain, at a minimum, a California Commercial Class B driver's license with air brakes and passenger endorsements within the 6 month probationary period. Must have a satisfactory driving record.
- Per 49 CFR Part 672, the selected candidate must enroll in the Public Transportation Safety Certification Training Program (PTSCP) and successfully complete the training courses within the three-year timeframe as prescribed by the FTA. Operates District vehicles on a regular basis.

### Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities. May require extensive periods performing work on a computer. Majority of the work is conducted in an office environment. May lift up to 50 pounds (to box and lift files for storage). **Must be available to respond to after-hours, weekend and holiday incidents.**