

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/aboutsamtrans/jobs>

Employment Hotline 650-508-6308

August 26, 2022

TITLE: Safety Coordinator
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Administrative (Safety & Security)
PAY RANGE: \$1,564- \$2,345 per week (\$81,306 – \$121,960 estimated annual)
APPLICATION DEADLINE: **Continuous Recruitment**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Safety Coordinator reports to the Deputy Director, Safety and Security and is responsible for the development, monitoring and evaluation of all vehicle, industrial and employee safety programs and procedures at all District facilities and sites.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop district-wide safety policies and procedures and once approved, responsible for implementation, maintenance, and monitoring of related programs. Develops and implements procedures related to the safety of bus operators, maintenance employees and other District personnel.
- Conduct accident investigations directly and through on-site reports by others. Report findings and recommendations to immediate supervisor. Upon approval, reports to other departments, divisions, outside agencies and insurance carriers as directed. Conduct trend analyses on accidents and provides information to Bus Transportation and others.
- Chair joint management/labor Accident Review Committee and is responsible for presentation of all vehicular accidents involving "bargaining-unit" personnel to be graded by the committee. Is singularly responsible for grading vehicular accidents of all other District personnel and recommending follow-up. Standing member of the joint management/labor Safety Task Force within Bus Transportation and collaborates with management on safety concerns brought forward and actions taken for resolution.
- Testify regarding accidents and District safety policies in discipline hearings, grievance and arbitration proceedings and trials.
- Responsible for the Bus Transit System Safety Program Plan (SSPP) and managing activities associated with the American Public Transportation Association's Safety Management Audit Program.
- Maintain Automated External Defibrillator program.
- Perform ergonomic evaluations as requested and coordinates with Employee Relations for employees requiring workplace accommodations.
- With other staff and/or consultants, assist in the creation of and training/educating District personnel about safe working procedures.
- Meet regularly with Bus and paratransit contract oversight personnel to assure compliance with safety regulations.
- Responsible for maintenance of SamTrans Safety intra-web page to include safety related issues such as evacuation procedures, injury and illness forms, safety committee minutes, training announcements etc.
- Maintenance and submission of Hazardous Materials Business Plans for both North and South Base to local regulatory agencies.
- Preparation of monthly Transit Safety and Security Form (405)--Safety Items section for submission to the National Transit Database.
- Maintenance of Material Safety Data Sheets, verification of onsite inventory compliance, and on-line availability.

- Provide orientation on safety-related matters for all newly hired administrative, bus operators, mechanics/utility worker employees.

EXAMPLE OF DUTIES:

- Assist the Bus Safety Officer on safety-related issues involving the District's bus system.
- Identify opportunities for safety improvements during inspections to achieve compliance with safety rules and regulations.
- Address safety critical situations, recommend corrective measures, and prepare comprehensive professional reports.
- Participate in safety meetings and collaborate with District staff to identify and resolve safety-related problems and issues.
- Prepare and maintain committee agendas, notes, and communications as appropriate.
- Respond to accidents and near miss incidents and participate in accident investigations.
- Review audit recommendations, accident investigations, and hazard / near miss reports.
- Monitor recent industry safety developments and current legislation related to assigned areas of responsibility and evaluate their impact upon Caltrain operations; recommend and implement policy and procedural improvements.
- Participate, plan, coordinate, and assist with emergency drills and exercises.
- Assist with annual audits conducted by American Public Transportation Association (APTA), Federal Railroad Administration (FRA), and Federal Transit Administration (FTA).
- Participate in developing exercises and procedures for emergency and disaster response.
- Assist with safety improvement programs, safety promotion activities, and positive safety culture.
- Monitor compliance with FRA, OSHA, and Cal OSHA for Caltrain and SamTran's construction projects.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents. Conduct risk assessments and evaluate effectiveness of safety and security control programs and practices.
- Perform other duties as assigned.

SUPERVISION: Work under the general supervision of the Deputy Director, Safety and Security, who establishes goals and objectives, and monitor and evaluate performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Occupational Health and Safety, Business Administration, or closely related field.
- Two (2) years of professional experience administering safety-related programs in a commuter rail environment.

PREFERRED QUALIFICATIONS

- Transit-related experience preferred.
- Knowledgeable of federal, state, and local safety regulations.
- Effective organizational, analytical and communication skills.
- Possess a valid California driver's license with a safe driving record.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3-year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application and supplemental questionnaire. This is a continuous recruitment. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.