

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

September 9, 2022

TITLE: Director, Safety and Security
EMPLOYMENT TYPE: Exempt
DIVISION: Safety & Security
APPLICATION DEADLINE: **Friday, September 30, 2022**
PAY RANGE: **\$3,171.29- \$4,756.94 Weekly (\$164,907.00 - \$247,361.00 estimated annual)**
WORK LOCATION: San Carlos, CA

GENERAL: The Director, Safety and Security, reports to the Deputy General Manager/Chief Executive Officer. This position is responsible for the management and oversight of the security functions for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the Transportation Authority (TA). This position will coordinate with rail safety consultant(s) and act as a safety resource for the railroad (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for the development, implementation, and coordination of the three agency's goals, policies and objectives relating to system safety and security to assure a safe work environment and compliance with local, state, and federal safety regulations.
- Work closely with internal and external stakeholders including OSHA, EPA, DOT, FTA, FRA, DHS, TSA, APTA and CPUC to meet all safety requirements.
- Oversee security functions, including Protective Services/contracted sworn law enforcement staff.
- Represent the agency before local, regional, state, and federal government agencies, boards, commissions, and conferences.
- Direct the development and implementation of effective safety and security training and education programs for agency employees, contractors, and the general public.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Participates in selection, coordinate staff training, establish performance objectives, monitor, and evaluate employee performance.

EXAMPLES OF DUTIES:

- Oversight and promote safe work environment to include bus and rail operations, occupational, construction and industrial safety.
- Monitor potential, pending, and current legislation that may impact the agency's safety and security standards, programs, and initiatives.
- Monitor safety and security compliance and identify opportunities for improvements and/or efficiencies, develops and implements change initiatives and enforces accountability.
- Oversee the accident investigation process; ensure proper accident investigation procedures are followed. Communicate safety successes, near miss details, and trend analysis finding.
- Provide technical and administrative support on all safety and health policies and programs to the Executive Team.
- Prepare and present staff reports and other necessary correspondence for boards of Directors.
- Oversee compliance with safety-related regulatory filing and reporting.
- Direct the development, implementation, administration, and review of the effectiveness of the industrial safety, industrial hygiene, construction safety, environmental safety, and vehicle safety aspects of the SamTrans System Safety Program Plans.
- Oversee the Facilities Security systems, including maintenance and new installations for CCTV systems, the Card access system and evaluate and revise security procedures.

- Serve as liaison for the Safety and Risk Management Department with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Promote a positive safety culture, conduct job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and find opportunities to improve visibility of safety procedures in an effort to reduce or eliminate accidents and minimize risk.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the General Manager/Chief Executive Officer who establishes goals and objectives and evaluates 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 safety engineering, occupational health and safety, industrial hygiene, or closely related field.
- Seven (7) years of safety management experience in commuter transportation environment.
- Five (5) years of experience in managing professional staff.

PREFERRED QUALIFICATIONS:

- Demonstrated leadership ability.
- A valid California driver license with safe driving record.
- Professional certifications and licenses in Transportation Safety provided by the Transportation Safety Institute are desirable.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

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) <ul style="list-style-type: none"> • 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 <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application by 11:59 p.m. on Friday, September 30, 2022. A resume will not be accepted in lieu of the application. Incomplete applications 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 or email written request to hr@samtrans.com.
- 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.