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SENIOR MANAGER, SAFETY & ENVIRONMENTAL SERVICES

Department: Safety and Security
Employee Group: Non-represented
Reports to: Transit Operations Director
FLSA Status: Exempt
Job Number: 68103
Approved by: Ayodeji Arojo, Transit Operations Director
Approved by: Wendi Warner, HR & Labor Relations Director

OUR MISSION

Ben Franklin Transit (BFT) provides exceptional and cost-effective transportation services that consistently exceed customer expectations while promoting the principles and practices of livable communities and sustainable development.

OUR VALUES

We value customer service, collaboration, diversity, fiscal accountability, innovation, sustainability and safety. Employees and representatives of BFT are expected to uphold our values and mission.

NATURE OF POSITION

Implement and administer a comprehensive transit safety management system and environmental program for the Agency. Provide functional oversight and auditing of safety activities and respond to accidents, incidents, and occurrences; conduct audits/inspections including safety certification of field activities for compliance with safety and security requirements; interface with OSHA, Washington State Transit Insurance Pool (WSTIP), and other State and Federal regulatory agencies; responsible for day-to-day implementation and operations of the Agency's safety management systems (SMS) and all levels of the Agency's safety culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage SMS activities to achieve BFT safety and environmental goals in the areas of operational safety, occupational safety and health, construction safety, and end environmental protection.
- Oversee and/or performs safety audits, inspections, and testing in the areas of fire/life safety, safety certifications, and transit operations on BFT facilities, operating divisions, construction sites, work practices, equipment, and safety devices.
- Ensure safe bus operations and working conditions.
- Maintain compliance with applicable federal, state, and local safety regulations.
- Promote the reduction or elimination of occupational accidents, injuries, and financial losses.
- Advise management of safety requirements and obtains concurrence from management to meet regulatory safety compliance and reduce accidents and losses.
- Design, update, and administer the BFT Emergency Operation Plan; lead disaster exercises, train new Emergency Operations Center team members, and serve as the BFT Disaster Preparedness Representative to other public agencies.
- Provide opportunities for BFT to participate in emergency exercises (e.g., fire drills, simulations of earthquakes, etc.) and handle equipment needs for the teams.
- Perform ergonomic evaluations for employee work environments, providing training and equipment recommendations to BFT employees and management.
- Ensure all aspects of the FTA's SMS are developed, implemented, and continuously monitored; manage hazard identification and safety risk evaluations activities.
- Investigate incidents, accidents and occurrences involving the public, contractors, and employees which involve BFT personnel and/or property; determine the cause and provide solutions and reports as required to regulatory agencies.

- Recommend to departmental management on findings, purchases, and changes to facility, equipment, methods, or procedures to correct unsafe conditions including ordering the termination of any unsafe operations.
- Coordinate safety compliance reviews and inspections by outside agencies.
- Act as a liaison with BFT departments, labor and insurance representatives, contractors/consultants, and various outside agencies, including safety technical professionals to provide technical assistance and to ensure accurate accident/injury/occurrence reports and current applicable rules and regulations.
- Conduct job site safety and hazard analysis, including performing test on noise, ventilation, illumination, and gas release to determine compliance and sources of hazardous substances.
- Evaluate construction site conditions to identify regulatory violations, working with the resident engineers and contractors to correct hazards.
- Prepare and present complex technical reports, including observations, analysis of contaminants, and recommendations for control and correction of hazards.
- Formulate or participate in the formation of departmental safety policies and procedures and ensures their implementation.
- Stay abreast of changing laws, regulations and procedures pertaining to safety; best practices and regulatory compliance requirements; communicate business implications and impact to all key stake holders including the Board or Directors, Executive Management, and other BFT staff, and various public and private entities.
- Coordinate, develop, and/or conduct safety education orientation for new employees and continuing safety education for all staff; serves as primary trainer.
- Prepare and present both written and oral reports to all governing agencies, Executive Management, the Board of Directors, other outside agencies, and the public regarding safety and environmental activities taking place at BFT.
- Maintain records and files reports as required by law and regulatory requirements including OSHA, Hazardous Materials, and Fire Codes
- Work with and maintain confidential information.
- Demonstrate regular and punctual attendance.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Understand and apply Federal, State, and local laws, rules, codes, and regulations related to assigned activities, including occupational health and safety programs.
- Washington Industrial Safety and Health Act (WISHA), OSHA, Washington State Transit Insurance Pool (WSTIP), and Washington State Transit Association (WSTA) rules and requirements.
- Comprehend and implement administrative management practices to plan, lead, and control resources.
- Modern technologies and methods for curriculum and training design, teaching, and instruction for individuals and groups.
- Understand and apply risk management strategies, includes security prevention and protection, liability claims, and worker's compensation.
- Principles and practices of comprehensive transit system safety programs including safety training, environmental health and safety, and accident investigation.
- Principles and methods of supervision, training, and employee development.
- Basic understanding of budget planning for assigned area.
- Establish and maintain cooperative working relationships with the public and other community partners and stakeholders
- React quickly and calmly in emergency situations and adopt an effective course of action within established guidelines.
- Effective technical writing skills to produce comprehensive training materials.
- Excellent presentation skills.
- Write clear, concise reports and documentation.

- Learn new technologies, policies, procedures and guidelines established by professional organizations and/or governing agencies.
- Utilize office equipment and other relevant technology (software and systems) to meet business needs.
- Understand, follow, and communicate clearly and concisely, both orally and in writing.
- Work as a team member and independently; effectively apply organizational and time management skills; meet deadlines and comply with Agency policies.
- Exercise sound judgment in making decisions.
- Focus on tasks and recall details; handle frequent interruptions.

OTHER CHARACTERISTICS

- Collaboration: Shares time and knowledge with others; adjusts priorities as circumstances dictate; follows through on commitments, accepts responsibility for actions, resolves interpersonal conflicts constructively.
- Diversity: Demonstrates an awareness and respect of cultural and individual values. Treats all people with dignity, courtesy and respect.
- Fiscal Accountability: Actively contributes to the productivity of the agency; demonstrates good stewardship of company time and resources; displays high standards of ethical conduct.
- Customer Service: Anticipates the needs of internal and external customers; delivers quality work products and services within expected timeframes. Considers and responds appropriately to people in various situations.
- Innovation: Considers new approaches to situations; encourages ideas and improvements.
- Sustainability: Actively encourages environmental benefits and the conservation of natural resources.
- Safety: Adheres to safety related laws, regulations, standards, and practices; performs work in a safe manner; encourages and supports others to be safe while at work.

MINIMUM QUALIFICATIONS

Bachelor's degree in Safety Engineering, Industrial Safety, Environmental Safety and Health or a closely related field from an accredited institution and seven years of experience managing the safety, quality, and engineering construction of a Safety and Quality Assurance division in a transit agency; or an equivalent combination of experience and education. Must possess a valid driver's license.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS

Must obtain and maintain the following licenses and certifications for continued employment at BFT:

- Federal Transit Administration Transit Safety and Security Program (TSSP) Certificate.
- Project Management Professional (PMP).
- Commercial Driver's License (CDL) and corresponding medical certification and endorsements, or ability to obtain within 180-days of employment.
- First Aid and CPR certification; or ability to obtain within 180-days of employment
- WSDOL CDL Third Party Examiner Certification.

PREFERRED QUALIFICATIONS

Ten years of experience managing the safety, quality, and engineering construction of a Safety and Quality Assurance division in a transit agency. Certifications in Occupational Safety, System Safety, Accident Investigation and Certified Safety Professional.

PHYSICAL REQUIREMENTS

Work is primarily performed in an office environment where noise, distractions, and lack of privacy may be present. Operate a motor vehicle. Occasional work may be performed in outside environment with exposure to traffic, dust, road noise, exhaust fumes and extremes of temperature. May be called upon to perform or assist in emergency care or first aid with potential exposure of bloodborne pathogens. Must wear personal protection equipment when necessary.

WORKING CONDITIONS

Work is primarily performed in an office environment where noise, distractions, and lack of privacy may be present. Operate a motor vehicle. Occasional work may be performed in outside environment with exposure to traffic, dust, road noise, exhaust fumes and extremes of temperature. May be called upon to perform or assist in emergency care or first aid with potential exposure of bloodborne pathogens. Must wear personal protection equipment when necessary. Operate a motor vehicle.

Essential Functions may include the duties and responsibilities, as well as knowledge, skills, abilities, and other characteristics listed in this job description. Employees in this position must maintain a level of mental and physical fitness required to perform the essential functions of this classification with or without reasonable accommodation.

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. Job descriptions are not intended to reflect all duties performed within the job. Job descriptions are subject to revision and may be updated as appropriate to reflect operational changes within the role.

Employees in all positions must pass a background investigation including a criminal and employment investigation; positions with cash handling or financial administrative duties will be subject to a consumer credit investigation.