



Chief Safety Officer

Department:	Safety and Emergency Management
Employee Group:	Non-Represented
Reports To:	Deputy General Manager
FLSA Status:	Exempt
Approved By:	
Salary Grade:	

Our Vision

We deliver valued mobility options that inspire community pride.

Our Mission

Creating Community Connections

Our Values

Communication • Humility • Excellence • Respect • Resourceful • Inclusive • Ownership •
Transparency • Safety

Nature of the Position

Under administrative supervision, this classification provides executive direction to Cherrriots overall security, system safety and emergency management, contract compliance, strategic plan, bus safety, Customer Satisfaction and Agency Safety Plan. As Cherrriots Safety Management System (SMS) Executive, leads Cherrriots Safety, Security and Emergency Management Division staff proactively to achieve bus, and facilities and emergency planning goals and objectives; provides functional oversight and auditing of the safety, security and emergency planning activities, Cherrriots construction/capital and facility improvement projects. In accordance with the Federal Transportation Administration, acts as Cherrriots SMS Executive.

Ensures a commitment to safety through effective leadership, role modeling and implementing practices that demonstrate safety is a fundamental value and a priority in all aspects of work. The incumbent is also responsible for investigations and crime prevention, developing and implementing public security strategies, coordinating assigned activities with other departments/divisions and outside agencies and providing consultative support to the General Manager/CEO and Deputy General Manager.

Essential Duties and Responsibilities

- The primary responsibility of this position is the overall management of safety and security related activities to ensure safe, secure, and regulatory compliant bus operations and maintenance practices.
- Oversees system-wide development of short and long-range safety, security, and emergency plans, ensuring business strategies and objectives are met and that policy is developed and executed in accordance with lawful and ethical standards.
- Engages staff in developing a culture of preparedness throughout the organization.

- Plans, develops, recommends, implements, and evaluates policies, procedures, and programs related to safety practices system wide.
- Develops and continuously improves policies and protocols to support emergency response and preparedness.
- Collaborates with direct reports to identify professional goals, create, and execute development plans.
- Establishes and maintains effective communication, liaison, and cooperative relationships with federal, state, and local governmental agencies, labor unions, and the safety and security related committees of the American Public Transit Association, National Safety Council, American Society of Safety Engineers, Operation Lifesaver, and other entities.
- Directs the preparation and maintenance of a variety of statistical reports, records, correspondence, and performance measures related to operations; provides for appropriate research and compiles reports, as needed.
- Develops relevant safety and security training programs for all District employees, and as required, for the general public, to reinforce a culture of safety and preparedness.
- Oversees all regulatory safety and security requirements of FTA, and TSA; ensures all compliance forms are submitted and filed appropriately.
- Advises the ELT, Police, Fire, Board of Directors, Safety Committee (and other officers, senior managers, and staff as appropriate) concerning system safety, industrial safety, construction safety, environmental safety, and regulatory compliance analyses.
- Coordinates safety and security activities and prepares and implements preventive actions (system security/safety meetings, inspections etc.) to improve work areas, remove hazardous procedures, or conditions.
- Monitors, evaluates, and ensures compliance of vendors that awarded bids for security contracts.
- Is responsible for the implementation and day-to-day operations of the Agency Safety Plan (ASP) and establishes and implements policies and programs that ensure all aspects of Transit Operations are effectively and successfully managed under the overarching umbrella of the SMS.
- May be required to work weekends and nights and to be on call 24 hours a day.
- Develops and presents divisional budget requirements; oversees and approves expenditures and prepares financial reports.
- Ensures that appropriate personnel investigate, analyze, and classify accidents/ incidents and provide assessments to the appropriate department

Knowledge, Skills, and Abilities

- Policies, procedures, and functions of Cherriots
- Operations of a comprehensive law enforcement program in a large geographical area.
- Operations related to the management of a metropolitan transportation agency.
- Principles and practices of law enforcement.
- Principles and practices of policy development and administration.
- Public safety emergency operations and procedures.
- Advanced methods and techniques of criminal investigations.
- Theories, principles, and practices governing the application of law enforcement, uniform patrol services, including community oriented policing and problem solving philosophy, crime prevention, traffic control, investigation and identification.

- Strategic business planning principles and practices.
- Principles and practices of budget preparation and administration.
- Procurement and contracting principles and practices.
- Principles of management, supervision and training.
- Administrative principles and practices including goal setting and program planning, development and implementation.
- Applicable local, state and federal laws, codes, ordinances and case law.

Minimum Qualifications

- Must have (10) years total experience to include management experience at a senior level in the public or private sector that is directly related to organizational and public safety.
- Experience with well- developed safety management systems, experience managing multiple departments with different responsibilities, and experience managing vendor contracts involving a number of on-site contract personnel.

Licenses, Certifications, and Other Requirements

- Four (4) years of college resulting in a Bachelor's degree or equivalent from an accredited college or university in Safety Management, Criminal Justice, Business Administration, Public Administration, Risk Management or a closely related field. **OR** Any satisfactory equivalent combination of related experience and training which provides required knowledge, abilities, and skills.
- Valid Oregon Class C driver's license and driving record which demonstrates adherence to safety and traffic laws and regulations.
- No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

Preferred Qualifications

- Experience navigating a labor union environment.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally lifting or moving up to 30 lbs. is also required.

Working Conditions

- Primarily an office working environment. However, on occasion incumbent is required to perform duties in areas where s/he may be exposed to loud noise, severe weather conditions, and fumes: within a bus maintenance shop environment, while riding transit vehicles, or while being outdoors.
- Must travel occasionally to attend meetings and conferences or to investigate safety and risk management related matters.

- Is required to respond to emergencies on short notice at any hour, and provide own transportation to emergencies.

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.

Essential Duties and Responsibilities also include knowledge, skills, abilities, and other characteristics listed in this job description. Employees in this position must maintain the level of mental and physical fitness required to perform the essential functions of this classification with or without reasonable accommodation.

Employees in all positions must pass a background investigation including criminal and employment investigations. Some positions require further screening such as a pre-employment drug screen.