



## MANAGER OF EMPLOYEE/PATRON SAFETY

JC: SC075  
PB: I  
FLSA: Exempt

PC: 890  
BU: 31 (AFSCME)  
Revised: June 2015

*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.*

### **DEFINITION**

Under general direction, directs, manages, supervises, and coordinates the activities and operations of the Employee/Patron Safety Division within the System Safety Department, including administration of health and safety regulations associated with District operations, maintenance, planning, rehabilitation, or expansion activities; manages the procurement and execution of safety consulting services; coordinates assigned activities with other divisions, departments, and outside agencies; assists District departments in complying with regulations promulgated by various agencies; provides highly responsible and complex administrative support to the Chief Safety Officer; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This position performs managerial, supervisory and oversight of the District's Employee/Patron safety program.

### **REPORTS TO**

This position reports to the Chief Safety Officer or his/her designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for the Employee/Patron Safety Division, including activities related to regulatory compliance; plans, directs, and prioritizes projects and staff assignments; supervises staff and contractors.
2. Establishes and manages District policies and procedures for employee safety programs including industrial safety, industrial hygiene, employee- patron accident investigation and analysis, and development and implementation of new safety programs and procedures.
3. Participates in the selection of consultants and contractors for various safety- related projects; directs and oversees consultant and contractor work in industrial hygiene, asbestos removal and other projects.
4. Directs and oversees investigations into employee exposure incidents and complaints, determines testing/sampling protocols, analyzes operation and develops corrective actions.
5. Directs and oversees investigation and analysis of employee-patron accidents and injuries;

maintains and analyzes statistical data on employee/patron accidents and injuries; identifies and implements accident and injury reduction strategies; works with Human Resources department to develop accident investigation priorities.

6. Coordinates with department managers to ensure effective implementation of required safety programs; directs improvements in existing programs to better address District operations and needs.
7. Analyzes complex safety and health issues, evaluates alternative solutions to problems and recommend modifications to existing policies and procedures as appropriate, negotiates and resolves sensitive and controversial issues.
8. Serves as liaison for employee safety issues with other divisions, departments, and outside agencies; coordinates with other departments to determine safety requirements as they apply to District operations, maintenance, planning, rehabilitation, or expansion activities and determines that necessary plans and permits are in place.
9. Directs and oversees inspections of District facilities and audits of employee safety programs.
10. Conducts independent research on safety related topics, reviews and analyzes reports and publications, keeps current on safety and health regulations, takes appropriate actions to keep District safety programs current and in compliance.
11. Plans, directs, coordinates, and reviews the work plan for assigned projects and programs; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
12. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; keeps District management aware of regulatory changes affecting their areas of responsibility; recommends and implements procedural and policy improvements.
13. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline when required.
14. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
15. Provides responsible staff assistance to the Chief Safety Officer; assumes responsibility as department manager in his/her absence; serves as staff on a variety of boards, commissions, and committees; prepares necessary correspondence and reports and makes presentations to senior staff and elected officials, including presentations to the BART Board of Directors.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of safety management
- Principles and practices of industrial hygiene
- Methods and techniques of analyzing hazardous exposures
- Methods and techniques of accident investigation
- Methods and techniques of hazard identification, hazard resolution and mitigation
- Methods of techniques of performing safety inspections and safety audits
- Principles of supervision, training and performance evaluation
- Business computer applications
- Principles and techniques of safety data collection
- Federal, State and local laws, codes and regulations pertaining to employee/patron safety

### **Skill/ Ability in:**

- Developing, implementing, overseeing and coordinating employee safety programs
- Selecting, supervising, training and evaluating staff
- Reading and interpreting schematic diagrams and plans
- Investigating and analyzing accident and incidents
- Understanding, interpreting and explaining Cal-OSHA safety regulations and District safety policies and procedures
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Effectively communicating with key officials and representatives of external organizations

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in safety management, safety engineering or a closely related field from an accredited college or university.

### **Experience:**

Five (5) years of (full-time equivalent) verifiable professional experience in employee safety programs, with emphasis on OSHA compliance, which must have included at least two (2) years of administrative and/or supervisory responsibility.

### **Other Requirements:**

Must be physically able to access the BART operating right-of-way, climb on and off rail equipment, climb ladders, walk on uneven surfaces, and visit construction sites.

Must be able to respond to after-hours incidents and to perform after-hours assignments for the various District work shifts.

Must possess a valid California driver's license and have a satisfactory driving record.

ABIH certification in the comprehensive practice of industrial hygiene or the equivalent.

Must be a Certified Safety Professional.

Must be able to understand, read and communicate in English.

Must be able to wear respiratory equipment during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal- OSHA requirements.

**Substitution:**

Additional supervisory or professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field environment; exposure to moving vehicles, electrical energy, inclement weather, heat, cold, noise, dust, grease, smoke, and potentially hazardous materials and uncomfortable conditions.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, and standing for prolonged periods of time; climbing in stations, train trackway (underground, aerial structures, and at-grade), and other facilities.

**BART EEO-1 Job Group:** 1500 – Supervisors/Other  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No