



Principal Safety Specialist

JC: 000334

PB: AFH

FLSA: Exempt

BU: 31 (AFSCME)

Created: July 2021

*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 supervision, performs the most technical and complex tasks in the System Safety Department associated with the design, analysis, review, administration and implementation of District environmental health and safety programs; ensures adherence to established safety policies and procedures; provides highly responsible and complex support to the Manager of Employee and Patron Safety; and performs related duties as assigned.

CLASS CHARACTERISTICS

This professional level classification is the highest level within the Safety Specialist series. Classifications at this level perform complex and technical work and have a full understanding of the operating procedures and policies of the work unit. This classification may also be responsible for overseeing the work of outside contractors or assisting higher-level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff. This classification is distinguished from the Manager of Employee/Patron Safety in that the latter is responsible for directing, supervising, and coordinating the activities of the Employee/Patron Safety Division in the System Safety Department.

REPORTS TO

Manager of Employee and Patron Safety or designee.

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

1. Performs occupational health and safety program activities including facility inspections, accident investigations and emergency planning operations; monitors and helps facilitate program compliance with mandated laws, rules and regulations.
2. Participates in the administration of the District's Safety Management System; reviews Cal/OSHA standards; observes District operations to assess potentially unsafe working practices and conditions, and makes recommendations for remediation.
3. Conducts assessments of environmental health and safety in District operations to develop programs and strategies to control hazards and reduce risks and potential for injury and property damage.
4. Assists the Manager of Employee/Patron Safety in implementation of the District's Environmental Health and Safety Program.

5. Responds to accidents and incidents and conducts investigations. Prepares reports and documents needed corrective measures and works with managers to implement corrective measures.
6. Develops safety and emergency response education and training programs; evaluates training needs; develops materials and conducts training in safety-related practices, procedures, and techniques; conducts drills and training for local fire and emergency responseservices.
7. Maintains records and develops statistical reports and graphs on safety- related indicators.
8. Reviews contract documents and participate in safety certification audits of District planned system additions/modifications; monitors and inspects planned District facilities for compliance with operational safety and environmental requirements
9. Performs safety inspections and checks of existing facilities and systems including stations and communication equipment.
10. Reviews, evaluates, and coordinates the District's Injury and Illness Prevention Program; provides recommendations to prevent recurrence.
11. Recommends, collaborates with other departments and implements BART policy and process improvements.
12. Serves as the liaison to other departments, elected officials and outside agencies, including during enforcement actions; represents the District during meetings, hearings or other proceedings; attends and participates in professional group meetings; and stays abreast of trends and innovations.
13. May supervise assigned staff or contract staff in the System Safety Department and other District departments.
14. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive occupational health and safety program
- Methods of auditing facilities/operations
- Principles and practices of occupational health and safety programs
- Methods and techniques of developing and conducting safety program training sessions
- Methods and techniques of work design solutions to health and safety issues
- Tools and equipment used in monitoring and measuring noise and environmental safety factors
- Methods and techniques of assessing safety hazards and implementing corrective measures
- Methods and techniques of investigating safety related accidents and injuries
- Applicable building and fire safety codes

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- Recent developments, current literature, and information related to safety rules and regulations
- Current office equipment including computers
- Related Federal, State, and local laws, codes and safety regulations
- Related OSHA, Cal OSHA, Public Utility Commission rules and regulations

Skill/ Ability in:

- Performing a variety of occupational health and safety duties
- Leading, organizing, and reviewing the work of staff
- Developing and conducting safety training programs
- Monitoring safety program performance and recommending adjustments
- Identifying safety-training needs
- Evaluating operational area safety requirements
- Investigating accidents and developing solutions to avoid future accidents
- Interpreting and explaining District policies and procedures
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work including the general public
- Principles of lead supervision and training

MINIMUM QUALIFICATIONS:

Education

Possession of a Bachelor's degree from an accredited college or university in safety engineering, industrial engineering, industrial hygiene, or a closely related field.

Experience

Four (4) years of full-time verifiable professional occupational health and safety programs or related experience.

Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

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 perform after-hours assignments for the various District work shifts.

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

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

Must comply with Building and Management Planning, Sampling and Evaluating Asbestos following AHERA guidelines.

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 track way (underground, aerial structures, and at-grade), and other facilities. time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0565 – Compliance Officers
Safety Sensitive: No