



SAFETY MANAGEMENT SYSTEM (SMS) MANAGER

FC: 000313

PB: I

FLSA: Exempt

BU: 31 (AFSCME)

Created: January 2020

Updated: September 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 direction, responsible for providing guidance and direction in the planning, development, implementation and operation of the District's safety management system (SMS) and ensuring the District's compliance with federal, state, and local laws dealing with safety, environmental, accident and health hazards, loss prevention and employee training in safety management system program; provides highly complex administrative support to the Chief Safety Officer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This classification is responsible for managing all aspects of the planning, development, implementation, and continuous improvement process of the District's Safety Management System (SMS) programs and Public Transportation Agency Safety Plan (PTASP) in accordance with California Public Utilities Commission (CPUC) and Federal Transit Authority (FTA) requirements. Incumbents are responsible for engaging all employees across all departments the establishment, value, and benefits of the District's SMS and support the transition from the current System Safety Program Plan to the new PTASP. This classification is distinguished from the Chief Safety Officer in that the latter is responsible for all activities and operations of the District's Safety Department.

REPORTS TO

Chief Safety Officer or designee

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

1. Manages all aspects of the planning, development, implementation, and continuous improvement of the District's Safety Management System (SMS) programs and Public Transportation Agency Safety Plan (PTASP) in accordance with CPUC and FTA requirements; identifying safety management implementation system issues and concerns and address these effectively with agency stakeholders.
2. Conducts the District's outreach activities and delivers SMS training to engage and educate employees and produce safety communications for all levels within the District.
3. Engages all employees from top to bottom, across all departments District-wide to promulgate the establishment, value, and benefits of BART SMS and support the transition from the current

Safety Management System (SMS) Manager

Page 2

System Safety Program Plan to the new PTASP.

4. Leads efforts to ensure a robust safety hazard management program to include accident/incident investigations, hazard and risk assessments, reports to senior management and the California Public Utilities Commission (CPUC), and corrective measures to mitigate identified hazard/risk; ensures the District's hazard and risk assessment activities are implemented and applied to ensure continuous improvement.
5. Manages the annual review and update of BART PTASP and annual Certification of Compliance per FTA rule.
6. Develops, implements, and administers E-Line DMU Cal/OSHA occupational health and safety programs including orientation, training, monitoring, inspections, documentation, reporting and record keeping.
7. Develops E-Line DMU safety education and training programs, including materials, evaluates training needs, conducts training sessions, drills, and awareness communications to meet District safety objectives.
8. Administers the OAC safety oversight program.
9. Develops SMS statistical reports on safety performance data and other records.
10. Administers SMS-related goals, objectives, policies, procedures and recommend changes as required.
11. Provides responsible staff assistance to the Chief Safety Officer; and may assume responsibility for the department in the absence of the Chief Safety Officer.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a transportation safety program
- Knowledge of American Public Transportation Association (APTA), Federal Railroad Administration (FRA), Federal Transportation Association (FTA), California Public Utilities Commission (CPUC), Occupational Safety and Health Association (OSHA) safety rules, regulations, policies and practices, related State, Federal, local laws, codes and regulations
- Principles and practices of transportation safety and safety engineering
- Principles and practices of program development and administration
- Methods and techniques of safety inspection and investigation
- Principles and practices of budget preparation and administration
- Methods and techniques of accident investigation
- Operating principles of rail transportation systems
- Functions and authority of regulatory agencies in relation to operations safety
- Emergency response policies and procedures
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive transportation safety

Safety Management System (SMS) Manager

Page 3

program

- Conducting safety audits on the performance of rail operations and activities
- Investigating and analyzing accident and incidents.
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering large program budgets
- Reading and interpreting schematic diagrams and plans
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Evaluating operations safety features
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Five (5) years of (full-time equivalent) verifiable professional safety management system programs or related experience.

Other Requirements:

- Must possess and maintain a valid Class California driver's license and have a satisfactory driving record
- Must have completed or complete with 3 years the Public Transportation Safety Certification Training Program per 49 CFR Part 672
- Must respond to after-hours, weekend and holiday incidents and perform related field activities
- Must respond to afterhours incidents
- Must complete an Incident Command System Training Including ICS 100, 200, 300, 400 and IS 700 and 800 by the completion of the probationary period
- Must meet vision and color recognition requirements for signal recognition and repair
- Transit Safety and Security Program certification desirable

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

Safety Management System (SMS) Manager

Page 4

Must be physically able to conduct field activities which may include (but are not limited to) prolonged standing and walking, accessing the BART operating right-of-way, climbing on and off rail equipment, climbing ladders, walking on uneven surfaces, visiting construction sites and operating a motor vehicle.

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