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SAFETY AND SECURITY OFFICER

FLSA Code: Exempt

Minimum Education Level & Type: Bachelor's Degree in Business or equivalent in experience

Minimum Experience Qualifications: Five (5) years in Rail Safety Field

Salary: \$53,206.40-\$94,681.60 Yearly

Posting: Open until filled – Apply by December 31, 2020 for assured consideration

GENERAL DESCRIPTION:

The Safety & Security Officer performs in a lead role in the Sun Link Streetcar Safety and Security Division within Sun Link and is considered fully functional in all aspects of streetcar operations, safety and security. This position is responsible for managing the day to day safety and security requirements of Sun Link staff/consultant design engineers, local jurisdictions and other transit agency staff, contracted operators and affected community and business groups during the planning, design, and implementation of projects that support service delivery related to the safety and security of a streetcar system.

This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. They are intended to describe the general nature and level of work being performed by individuals assigned to this position.

ESSENTIAL FUNCTIONS:

This job description reflects a representation of essential functions; it does not prescribe or restrict the tasks that may be assigned due to reasonable accommodation or specific requirements of an individual Agency Position Profile or for other reasons.

- Ensures that staff executes on safety and security standards.
- Ensures compliance with all company, client, Federal Transit Administration (FTA) and Arizona Department of Transportation (ADOT) regulations, policies, and procedures
- Ensures that all reporting and risk management tools are up-to-date and correct at all times
- Ensures contract compliance with all applicable federal, state, local, and company regulations; ensures that related record keeping and reporting requirements are met and maintained; provides support in implementing the approved recommendations
- Maintains confidentiality of all information
- Provide support and expertise to Sun Link Operations.
- Perform additional duties as assigned.

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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Advanced principles and practices related to Light Rail Operations and Maintenance.
- Principles of supervision, training, and performance evaluation.
- Principles of budget preparation and control.
- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Experience in rail operations
- Public relations principles.
- Pertinent federal, state and local laws, codes and regulations, including basic requirements of the Americans with Disabilities Act (ADA) as it relates to public transit services.

Ability to:

- Oversee and coordinate the operations and maintenance of the light rail line program.
- Supervise, direct, and coordinate the work of lower level staff.
- Recommend and implement goals, objectives, policies, and procedures for providing light rail operations and maintenance.
- Ability to interpret chart recordings and data downloads; i.e. event recorder, SCADA logs, etc.
- Understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Develop safety and security solutions to help assist with operations and maintenance problems.
- Participate in the preparation and administration of assigned budgets.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the Agency to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, Agency staff, or other agencies on sensitive issues in the area of responsibility.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Use a variety of professional management and/or technical concepts in accordance with Agency, Department and/or Program objectives to solve complex problems in creative and effective ways.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skill in:

- Applying advanced principles and practices.
- Conducting Accident/Incident training, prevention, and investigation.
- Demonstrating strong interpersonal techniques, and demonstrating a consistent commitment and ability to work with diverse work groups and individuals.
- Demonstrating a positive customer service orientation with both internal and external clients.
- Applying appropriate oral and written communication techniques to various individuals ranging from Agency employees, the general public, elected officials, community leaders, and local, state, and federal agencies.

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EXAMPLES OF DUTIES:

1. Develop and implement proactive strategies, practices and resource allocation methodologies to ensure safety and security of Sun Link customers, its workforce, and the general public as they interact with the transit system, using a Safety Management Systems (SMS) approach.
2. Design and implement change management strategies to engage employees at all levels of the organization to develop and maintain a "safety first" culture.
3. Ensure that safety system and security practices and protocols are in compliance with federal, state and local laws, including but not limited to the requirements of the Federal Transit Administration (FTA), the U.S. Department of Homeland Security, the Occupational Safety and Health Administration (OSHA) and all other applicable state and federal laws and regulations.
4. Direct the development of, updates to and implementation of comprehensive development programs for technical proficiency, professional development and to ensure that statutory training requirements are met. Work with other Sections within Transit to ensure their training programs meet statutory compliance training requirements and proper documentation of training is kept.
5. Direct the development, administration, implementation, and integration of system-wide safety, security and training plans, procedures and practices.
6. Ensure safety alignment, support and continuous improvement between the lines of business within Sun Link.
7. Responsible for developing, implementing, monitoring, and evaluating safety and security related plans, risk assessments and loss prevention programs.
8. Provide leadership and coordination in connection with the management of the Safety Section and management and technical personnel engaged in specified safety and security project activities, which may include; design, coordination and implementation of training programs for personnel regarding the nature and application of system safety policies and procedures.
9. Represent Sun Link with regard to issues of safety and security with governmental agencies, funding agencies and/or the general public; may represent Sun Link at various community and/or business meetings, as assigned.
10. Direct the gathering and analysis of data related streetcar safety, as well as industrial accidents and hygiene monitoring. Identify trends and report to operating and risk departments and government oversight organizations.
11. Research, develop and implement integrated review, evaluation and business and development models that facilitate both objective analysis of and informed decision-making relating to system safety and security, including its related operational, budgetary, financial impacts. Establish performance measures and evaluation criteria to monitor and evaluate programs and unit performance.
12. Responsible for reviewing and editing written material, including Council, Executive and employee safety committees, safety and security review board (SSRB), agenda items and related background material, and ensuring that such material is thoroughly analyzed, well written, comprehensive, and submitted in a timely manner.
13. Ability to lead safety-related meetings in an effective and efficient manner.
14. Perform other duties as assigned.

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EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, engineering or a related field. Experience may be substituted for a degree on a two for one basis. Certification from Transit Safety and Security Program and Public Transportation Safety Certification Training Program (PTSCTP).

Experience:

Five years of increasingly responsible experience in safety and security of heavy or light rail system including at least three (3) years of supervisory experience. Experience in a union environment a plus.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Environment:** Office and field environment; travel from site to site; exposure to noise, smoke, fumes, and all types of weather and temperature conditions; work around moving vehicles; work irregular work hours including holidays and weekends; work independently with a minimum of breaks, refrain from smoking per ordinances and rules.
- **Physical:** Primary functions require sufficient physical ability to work in an office and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to distinguish colors, read computer screens and printed documents, and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.

DRIVING LEVEL: Valid Arizona State Driver's License

License Type: Ability to acquire B –Commercial CDL with air brake and passenger endorsement is a plus

Safety Sensitive: Yes

Pre-employment Medical Testing Required: Yes

Certification Requirements: Transit Safety and Security Program Certification (TSSP) and Public Transportation Safety Certification Training Program (PTSCTP)

Sun Link Streetcar is an Equal Opportunity Employer.