

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR, TRANSIT SYSTEMS SAFETY

Pay Grade H1P

(\$ 94,834.69 - \$ 118,532.54 - \$ 142,230.40)

Basic Function

To direct and manage the overall functioning of Metro's Bus System Safety section to ensure a safe working environment for all employees, minimize injuries, ensure a safe bus system for our patrons and compliance with applicable safety policies and statutory regulations.

Classification Characteristics

This classification is exempt/at will and the incumbent serves at the pleasure of the hiring authority.

Supervised by: Executive Officer, Corporate Safety

Supervises: Asst Transportation Manager; Collision Investigations Manager; Sr Safety Specialist; Sr Administrative Analyst; Asst Administrative Analyst

FLSA: Exempt

Work Environment

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.

Examples of Duties

- Plans, develops, and administers policies and procedures for all assigned work units
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Bus System safety functions to achieve targeted Key performance

Indicators (KPI) established within the fiscal year plan

- Advises the DEO of Corporate Safety, management and staff of safety programs, system problems, and proposed solutions and improvements related to safety policies, procedures and programs
- Develops and administers the Bus System Safety budget; approves all necessary expenditures and evaluates facility and material requirements
- Reviews transportation safety designs to identify and mitigate hazards in facilities, systems, and equipment design
- Provides direction for the development and revision of safety policies and procedures
- Develops strategies to resolve potential safety problems in bus operations
- Directs and oversees the implementation of the agency-wide Illness and Injury Prevention program (IIPP) and the ongoing reporting process of OSHA recordable injuries, investigation of employee injuries, identification and resolutions of hazards, and identification and implementation of measures to prevent recurrence in Bus Operations and all administrative staff
- Directs the annual Safety and Health Assessment Review program (SHARP) that evaluates work locations for compliance with IIPP; identifies issues that are systemic in nature and share notable practices with management
- Directs the Ergonomic Assessment program (EAP) for Metro by ensuring compliance with the agency program and ensure evaluations are conducted in a timely manner and conduct studies to reduce repetitive motion injuries
- Direct the management of TransitSafe systems that stores all accident data and generates ad hoc safety reports
- Directs the management of the Drivers License Monitoring System to ensure all bus and rail operators have valid driver's licenses
- Directs the management of the Smart Drive program and ensure the installation schedule is followed and training is properly conducted at each bus division
- Directs the management of the Corporate Safety Awards program for UTU, TCU, ATU and AFSCME employees
- Prepares comprehensive safety reports and correspondence
- Prepares and presents written and oral safety reports to management, Board of Directors, outside agencies and the public
- Consults with, and advises Metro management staff on policies, procedures, and practices on service delivery support issues and related matters
- Represents Metro in meetings with representatives of governmental agencies and professional and business organizations
- Supervises subordinate staff
- Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees
- Maintains, supports, and promotes a safe work environment while complying with all of Metro's safety rules, policies, and procedures

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles, and practices of public transportation operations
- Applicable local, state, and federal laws, rules, and regulations governing public transportation systems
- Budgeting, cost pricing, and financing principles
- Service contracting practices and procedures
- Capital and operating budgets
- Social, political, and environmental issues influencing transit programs
- Modern management theory

Ability to:

- Plan, organize, and direct the work of major service delivery work units
- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- Communicate effectively orally and in writing
- Mediate and negotiate effective contracts, settlements, and agreements
- Represent Metro before elected officials and the public
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity in making decisions
- Think and act independently
- Determine strategies to achieve goals
- Plan financial and staffing needs
- Establish and implement policies and procedures
- Compile, analyze, and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of Metro employees and outside representatives
- Supervise subordinate staff

Minimum Qualifications

Potential candidates interested in the DIRECTOR, TRANSIT SYSTEMS SAFETY position MUST meet the following requirements:

- Bachelor's degree - Business, Public Administration, or other related field
- 5 years' management-level experience in public transportation services administering safety programs and plans
- Valid California Class C driver license
- Master's degree in related field desirable

Special Conditions

- On 24-hour call

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.

Date Originally Created: 4/6/2010

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