



EL DORADO TRANSIT

SAFETY COORDINATOR

NON-EXEMPT
SAFETY-SENSITIVE

Salary: \$22.68 - \$30.40 hourly with benefits

Filing Deadline September 2, 2016, 4:00 P.M.

DEFINITION

Under general direction from the Operations Manager, plans, organizes and supervises safety and security program of El Dorado County Transit Authority including development and implementation of on-going training and safety programs for all personnel. Helps ensure safety programs are in compliance with all federal, state and local safety, health and environmental regulations, as well as industry standards; assists in the administration of the risk management program and performs other duties as assigned.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for overseeing the daily safety and security operations of the El Dorado County Transit Authority. This classification performs a variety of duties including, but not limited to, overseeing the agency Safety Committee, plans and schedules training and safety programs and remedial or refresher training. Assist in the investigation of all accident. Incumbent receives general direction from the Operations Manager; exercises technical and functional supervision over lower-level positions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, changes, or rescinds the work assignment of different positions and to make reasonable accommodations to that qualified employees can perform the essential functions of the job.

The Safety Coordinator essential functions may include but are not limited to the following:

- Develops, coordinates, oversees and participates in the day-to-day operation of programs designed to reduce risk and ensure workplace safety and facility security; performs a variety of professional level duties involved in the implementation and coordination of various safety management programs including security, training, safety, environmental compliance, and emergency preparedness programs.
- Reviews, develops and updates safety related policies and procedures as required by law or as necessary; maintains Transit safety-related manuals and documentation, including preparing and distributing communications. Review and make recommendations to Driver's and Maintenance Handbook

- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintains records and database; prepares reports.
- Develops and maintains Transit Injury and Illness Prevention Plan (IIPP)
- Conducts thorough audits and investigations and analysis of hazards, accidents, and injuries; develop findings, prepares reports, and makes recommendations to Operations Manager
- Track accident and incident investigations and develop safety training programs to mitigate future loss.
- Oversees and participates in the development and maintenance of a comprehensive security program for El Dorado Transit including overseeing security and facility access badge system, training employees, creating access protocols, evaluating systems, and serving as a liaison with external vendors, law enforcements, and public safety agencies.
- Develops and maintains El Dorado Transit's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provide training and annual drills; coordinate with other agencies.
- Monitors employees exposure to various safety risks and provides guidance to use of safety equipment
- Conducts regular facility, park & ride and bus stop safety inspections.
- Post & maintain facility safety bulletin board with current information
- Oversees Safety Committee and conducts monthly safety meetings with administrative staff
- Oversees Special District Risk Management Association Credit Incentive program
- Acts as liaison to California Transportation Indemnity Pool Risk Management Field Service Representative
- Assists with the recommendations for safety features for vehicle and equipment procurement.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of administering and coordinating a comprehensive employee training and development programs.
- Policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Recent and on-going developments, current literature and sources of information related to training and health and safety programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including California OSHA requirements.
- Effective communications with the correct use of English grammar used in the preparation of reports, presentations and memorandums.
- Occupational hazards and standard safety procedures.
- Modern administrative practices and procedures including use of standard office equipment
- Records management principles and practices.

Ability to:

- Develop, implement and evaluate transit employee training and safety programs and to correct employee deficiencies
- Comprehend, read and analyze a variety of administrative and technical data and to prepare reports and operating procedures.
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with staff, supervisors and management staff.
- Evaluate safety programs for cost-effectiveness and recommend improved methods of performing work tasks.
- Physically perform the essential functions of the job
- Work varying schedules to meet the needs of all operation programs.
- Acquire a valid First Aid and CPR Certification

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four (4) year accredited college or university with major course work in training/development, occupational health and safety or closely related field or three (3) years of progressively responsible experience in training, development, work place safety; administration of a comprehensive safety and accident prevention program and public transportation experience, desirable

Must be able to obtain a Class B Driver's license with a passenger endorsement and no air brake restriction within 90 days of hire.

Any equivalent combination of formal education and/or training in transportation or safety related field may be substituted for up to one-half of the experience requirements.

Licenses/Certifications:

Possession of a valid California Driver's License

APPLICATION AND SELECTION PROCEDURES:

It is the responsibility of the applicant to ensure delivery of the completed application to the El Dorado County Transit Authority office at 6565 Commerce Way, Diamond Springs, CA 95619. El Dorado County Transit Authority applications must be used. **A current 10 year Department of Motor Vehicle printout of your driving record must accompany your application, run no more than 60 days prior to the date your application is received by Human Resources.** Resumes may be attached but may not be substituted for any portion of the application. All completed applications will be reviewed and the most suitable qualified applicant, based upon the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include application screening, skills testing, and/or oral interviews.

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER