



## SAFETY AND TRAINING MANAGER, eBART

JC: 000149  
PG: 9  
FLSA: Exempt

BU: 91 (Non-Represented)  
Created: February 2017

*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**

This classification performs a variety of duties in the administration and implementation of the eBART occupational health and operational safety programs. Develops, monitors and conducts all training programs relating to safety, operation, maintenance, policies, practices and procedures. Responsible for and adherence to safety, regulations, training, testing and qualifications, documentation, reporting and records; and performs other duties as assigned.

### **CLASS CHARACTERISTICS**

This single class possesses a technical and functional knowledge of the eBART, applicable standards and guidelines, including but not limited to, American Public Transportation Association (APTA), Federal Railroad Administration (FRA), Federal Transit Administration (FTA), California Public Utilities Commission (CPUC) and Occupational Safety and Health Administration (OSHA) safety rules and regulations, Code of Operating Rules (eCOR), Roadway Worker Protection (RWP), operations and maintenance practices, procedures and safety rules. Exceptional organizational skills, exercises independent judgment and performance of a broad range of other duties as assigned.

### **REPORTS TO**

This position reports to the eBART Chief Operating Officer and/or the BART Chief Safety Officer.

### **EXAMPLES OF DUTIES:** - *Duties may include but are not limited to the following:*

1. Development, implementation and administration of eBART occupational health and safety programs including orientation, training, monitoring, documentation, reporting and record keeping.
2. Develops safety education and training programs, including materials, evaluates training needs, conducts training sessions, drills and awareness communications to meet eBART and District safety objectives.
3. Administers occupational illness and injury prevention program, adherence to Cal/OSHA standards, CPUC regulations; observes eBART operations to assess potential unsafe work practices and conditions; makes recommendations and action plans to address these issues.
4. Performs facility, stations, vehicle, right-of-way inspections, accident/incident investigations and emergency response coordination.

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5. Conducts classroom and field demonstrational safety and practices training programs and defines testing and qualification criteria.
6. Inspects, audits and monitors new and existing eBART facilities for compliance with environmental requirements including noise, air quality, equipment layout and related health and safety issues.
7. Functions as the eBART liaison between System Safety Department, regulatory agencies, participates on District safety committees, communicates and integrates safety goals, objectives, priorities and project plans.
8. Participates in the implementation and administration of the eBART System Safety Hazard/Risk Analysis, System Safety Certification and System Safety Program Plan (SSPP).
9. Maintains records and reports, develops new and ongoing programs, monitors program effectiveness; prepares statistical reports as required to the Chief Operating Officer and District Safety Department.
10. Maintains awareness of new developments and regulations in related safety and operational fields; incorporates new training programs as appropriate.
11. Performs other duties as assigned.

*This classification will be engaged in other duties as assigned without regard to limitations of job descriptions in order to maximize the efficient delivery of eBART services.*

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of occupational health and safety programs.

Principles and practices of safety and training program development and implementation.

Methods and techniques of assessing System Safety Hazard/Risk Analysis and implementing corrective measures.

Methods and techniques of investigating safety related incidents, accidents and injuries.

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.

Tools and procedures used in monitoring and measuring noise and environmental safety factors.

Methods and techniques of statistical analysis, records keeping and reporting.

#### **Skill in:**

Performing a variety of occupational health and safety duties.

Identifying, developing and conducting safety and operations training programs.

Monitoring safety and operation program performance and recommending adjustments.

Interpreting and communicating eBART and District policies and procedures.

Establishing and maintaining effective working relationships with those contacted in the course of work including the general public.

Communicating clearly and concisely, both orally and written.

Using common office equipment, including computers, printers, projectors.

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### **Other Requirements:**

Must follow all general railway safety rules and procedures in the performance of duties, in, on and around an active railroad environment including stations, shops, layover tracks, bus bays and parking lots.

Possess and maintain a valid California Driver's License and have a satisfactory driving record.

Must be willing to work off-hours shifts, holidays and weekends.

Demonstrates clear, effective oral, written and verbal communication skills in English.

Must meet vision and color recognition requirements for signal recognition and repair.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree from an accredited college or university with major course work in safety engineering, industrial engineering or closely related field.

#### **Experience:**

Five (5) years of verifiable full-time experience in occupational health and safety program administration. Rail transit safety, operations and/or maintenance program training management experience preferred.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for education on a year-for-year basis. A bachelor's degree is preferred.

### **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 conditions.

#### **Physical Conditions:**

Requires maintaining physical condition necessary for prolonged standing and walking. Climbing stairs, ladders, walking on uneven surfaces, on top of and under vehicles and buildings.

**BART EEO-1 Job Group:** 0500 – Executives/Managers

**Safety Sensitive:** Yes