

SAFETY & TRAINING COORDINATOR

DEFINITION

Occupants of this classification are in the unclassified service. This management position is responsible for effectively and efficiently planning, developing, administering, coordinating, and evaluating safety, security and training programs and ensures compliance with state and federal rules and regulations related to public transportation.

SUPERVISION RECEIVED AND EXERCISED

The person(s) assigned to this classification reports to the Chief Transportation Officer. Responsibilities include the supervision of Bus Operators and other City employees during training.

ESSENTIAL JOB DUTIES

The following tasks are essential for the person(s) assigned to this classification. Incumbents in this classification may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Develops, coordinates, conducts, promotes and monitors safety and security program for all Transportation employees in compliance with the Federal Transit Administration Public Transit Safety Plan and other governmental regulations. Researches and reviews federal, state and local safety laws and regulations to ensure department compliance.
2. Develops, coordinates, conducts, promotes and monitors the training needed for Bus Operator Trainees and other City employees to attain/maintain a Commercial Driver License. Passenger Endorsement; and Verification of Transit Training (VTT) when applicable in accordance with all state and federal regulations. Provides refresher training courses and post accident follow-ups that comply with all City, State and other external mandates or regulations.
3. Assesses on-the-job performance through observation and training. Provides behind the wheel/on the road training for new and existing Bus Operators and other City personnel including those seeking specialized licenses.
4. Makes employment recommendations based on evaluations of at-will or probationary employees, as necessary. Completes performance review records discussing strengths and weaknesses of performance with new and existing Bus and other City Vehicle Operators.
5. Provides appropriate courses of instruction in vehicle operations, safety and security programs with classroom and field training. Develops, implements, and analyzes training program tools and recommends and implements program improvements. May use training aides such as audio-visual equipment, printing material, computer-based training tools, etc. Seeks out additional training aids/materials from various sources i.e. web-based training, new clips, etc.
6. Develops, utilizes, processes and/or maintains forms and records to ensure complete, timely, and accurate documentation of safety management systems and other training records that meet all applicable rules and regulations.

October 2019
September 2018
November 2004
July 2003
November 1998

7. Promotes safety through engagement of all Transportation employees through safety committees and training program.
8. Responsible for the development and analysis of key Safety and Training Performance Measures, including making recommendations for continuous improvement.
9. Reviews, maintains and updates the Transportation Facility emergency plan and coordinates with Fire Department staff. Serves as one of the Transportation Department representatives on the City's Emergency Operations Center Committee.
10. Responsible for the Transportation Department Safety Risk Assessment program, through the management of accident investigations and hazard identifications and coordination of employee injuries with the City's Risk Manager, Transit Operations Manager and Fleet Services Manager.
11. Works with City Attorney's office, Risk Management and Transportation staff on resolution of claim settlements involving the Transportation Department property, equipment or staff.
12. Ensures that all Transportation facilities and employees are in compliance with Cal-OSHA, MSDS/SDS, PPE, Hazmat, environmental and other safety and health requirements. Coordinates and conducts inspections and audits of the work environment to detect existing or potential hazards.

MARGINAL JOB FUNCTIONS

The following tasks are typically performed by person(s) in this classification but are considered less than essential.

1. Participates in the new hire process as appropriate.
2. May operate a bus in-service, as needed, to ensure complete coverage of all runs.
3. May participate in state and federal inspections and/or audits to ensure the department follows rules and regulation related to public transportation.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Applicable federal, state and local rules and regulations related to safety, security and driver training requirements.
- State vehicle code and traffic regulations applicable to bus operations.
- Theory and practice of modern industrial safety.
- Safety laws, regulations and standards to ensure safe work practices and procedures.
- Accident investigation techniques
- Disaster/emergency preparedness
- Security equipment for vehicles and facilities
- Advanced principles and methods of research, analysis and reporting.
- Supervisory principles and practices.
- Effective customer service techniques.
- Office practices and record keeping.

Skill and Ability to:

- Plan, organize and implement a comprehensive innovative program in industrial safety and accident training, prevention and inspection.
- Train and assist Bus Operators and/or other City employees.
- Develop policy, procedure and practice from applicable state, federal and local laws.
- Interpret and make decision in accordance with laws, regulations and policies.
- Identify health, safety and security issues and develop and recommend corrective actions.
- Prepare reports, presentations, and maintain records.
- Establish and maintain effective working relationships.

- Coordinate activities across divisional and departmental lines.
- Communicate effectively both in writing and orally.

LICENSE AND CERTIFICATES

Possession of a valid California Class B driver's license with Passenger Endorsement for 3 recent consecutive years, verification of Transit Training Certificate and Department of Transportation Safety Institute Instructors Course for Transit Trainers Certificate. Within 12 months of hire, must possess a Transit Safety and Security Program Certificate.

TRAINING AND EXPERIENCE

Any combination of education, training and experience which would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university in Occupational Safety, Industrial Safety, Safety Administration, Business Administration or a closely related field and three (3) years of public transit operations experience including operating a bus, transit dispatching, and/or supervising a transit operation and one (1) year of experience conducting, coordinating and developing employee safety training and development programs, inspections of equipment and related safety activities. Additional relevant work experience may be considered in-lieu of formal education on a year for year basis. A successful prior employment reference check is required.

Within the preceding three (3) years, must possess a good driving record, which is defined as:

1. no at fault accidents, warrants, records of negligence or recklessness in driving,
2. no more than one (1) moving violation,
3. no criminal convictions for driving under the influence of alcohol or drugs.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print and see distance.
- Require the mobility to stand, stoop, reach and bend and sit continuously for periods of up to 1½ hours. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work in the office and outside in inclement weather without effective protection from sun, cold, and rain.
- May be required to work evenings or weekends.