



Safety and Compliance Officer

Purpose

The Safety and Compliance Officer is responsible for the planning, direction, management, implementation and oversight of Sonoma-Marín Area Rail Transit's (SMART) overall safety plans, programs and practices as it relates to operations, transportation and maintenance of SMART's train sets. Reporting directly to the Chief of Police, the Safety and Compliance Officer will take a leadership role in the development and implementation of safety and compliance programs that meet and exceed all federal, state and regional requirements including Federal Railway Administration (FRA), Federal Transportation Administration (FTA), California Public Utility Commission (CPUC), American Public Transportation Association (APTA), and Occupational Health and Safety Administration (OSHA) programs and health and safety laws. This position will be responsible for the successful delivery of all SMART and FRA training requirements/programs and certification programs as well as for revenue service. This position will oversee the installation, maintenance and modification of a system to track all compliance and training components including all reporting requirements.

Description

Under general direction of the Chief of Police, this position is responsible for all FRA and SMART compliance, certification and training activities of the Operations Department and applicable SMART personnel. This is accomplished by evaluating the effectiveness of safety and security programs to ensure they are relevant to the operations, monitoring compliance with safety and security policies and being proactive in the addressing of safety or security concerns, establishing goals and performance objectives for training and certification programs, establishing benchmarks, implementing modifications and improvements, ensuring compliance with all federal, state, local and SMART requirements, allocating available resources, establishing policies and procedures within SMART guidelines, directing actions of staff members, and developing staff. The Safety and Compliance Officer will take a lead role in accident and incident investigations developing an After Incident Report with recommendations to ensure prevention of similar incidents. The Safety and Compliance Officer advises and consults with SMART managers and contractors to identify and resolve problems or conflicts, define areas for enhancements, cross-functional efficiencies and improvement, and identify approaches and plans to meet/exceed objectives. Performs related duties as assigned.

Duties and Responsibilities include, but are not limited to the following:

Class specifications are intended to present a descriptive list of the range of duties performed by, and minimum requirements required of, employees in the class. Specifications are not intended to reflect all duties performed within the job. SMART reserves the right to determine and amend job responsibilities.

- Responsible for the day-to-day oversight and implementation of SMART's safety policies and practices in all divisions of the Operations Department, including Transportation, Vehicle Maintenance and Maintenance of Way.
- Develops training and certification programs, including documentation and classroom training.
- Ensures compliance with all inspection and servicing requirements of the FRA and CPUC; and maintains records of all mandated actions available for inspection by FRA and CPUC staff and SMART management.
- Responsible for FRA Codes 213, 214, 217, 218, 219, 220, 225, 227, 228, 229, 238, 239, 240, 242 and 270.
- Represent the Safety Department in all interactions with other departments, and maintain consistent safety messaging.
- Participates in internal audits of all departments, including but not limited to operations, mechanical, maintenance of way, signal and communications and environmental audits.
- Conducts on-site inspections, audits and assessments of facilities, work locations, equipment, work practices and hazardous substances to ensure compliance with regulations of the Federal Railroad Administration (FRA), Occupational Safety and Health Administration (OSHA) and Federal Transit Administration (FTA).
- Document and report all compliance activities in a timely manner.
- Participates as SMART's representative in Railroad Safety Advisory Committee (RSAC) and APTA committees as required.
- Participates in the investigation of violations of FRA regulations involving District personnel.
- Participates in incident/accident investigations of all employee and non-employee incidents and accidents, including grade crossing fatalities, right of way and trespasser incidents/fatalities
- Provides statements of investigative findings to all federal, state, and local legal authorities in support of any fatality, injury/accidents of employees, non-employees and company properties involving all equipment.
- Identify, investigate and document reports of safety defects and hazards and recommend solutions for corrective actions.
- Prepare, schedule and conduct OSHA and FRA required safety training with all employees, serve as safety liaison to all supervisors, and attend District safety meetings.
- Conduct hazard and root cause analysis for all projects and incidents.
- Deliver effective and comprehensive training to management and craft personnel in all aspects of safety and security including railroad operating rules and safety rules.
- Schedules and acts as chair of District Safety Committee meetings.
- Implements and manages systems safety change control.
- Ensures proper documentation and recordkeeping is maintained; performs audits of Operations Department records related to safety and FRA compliance.

- Develops and maintains internal safety review program.
- Assesses and monitors workload, administrative and technical support systems; allocates resources as applicable.
- Directs, monitors and participates in the preparation of periodic and special reports including daily failure and production rates.
- Performs related work as required.

Qualifications, Skills, Knowledge and Abilities

Minimum Qualifications:

- A bachelor's degree in business administration, management, engineering or related field from an accredited college or university;
- Additional related experience above the minimum may be substituted for college on a year for year basis;
- A minimum of six (6) years of full-time verifiable management (of staff or programs) and supervisory experience in a passenger railroad or public transportation or rail maintenance environment;
- Must possess a valid California driver's license or be able to acquire one within sixty (60) days of employment.

Skills:

- Strong leadership and supervisory skills.
- Proven track record in the ability to incorporate safety into everyday activities.
- Preparing and administering public agency budgets.
- Strong administrative skills.
- Strong management skills in a highly regulated setting.
- Strong computer skills (basic word processing, spreadsheet, presentation, database software).
- Analyzing problems, identifying alternative solutions, recommend ideas in support of departmental goals.
- Interpreting and applying Federal, State, local and SMART policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Working independently and as a member of a highly collaborative team and exercising sound judgment in a variety of situations.
- Tactfully and professionally providing guidance and counseling on performance related matters.
- Interpreting and applying oral and written instructions in a consistent manner.
- Sound supervisory techniques and methodologies.
- The use of basic office equipment such as phone, computer, keyboard, printer.

Knowledge:

- Requires in-depth knowledge of the operations and activities of a comprehensive rail or transit agency (commuter, freight or passenger). Knowledge of General Code of Operating Rules (GCOR).

- Knowledge of FRA Regulations.
- Knowledge of FRA submission process for start-up rail organization.
- Knowledge of Cal-OSHA and CPUC regulations.

Abilities:

- Ability to communicate and work effectively in a team environment with departments and individuals throughout the organization.
- Ability to work hours that vary including early morning and late evenings.
- Ability to analyze complex operations situations and prioritize multiple and interactive tasks.
- Work in a constant state of alertness and in a safe manner.
- Supervise, train, evaluate, and motivate in a labor union environment.
- Prepare, read, interpret and effectively utilize management reports.
- Ensure compliance with policies, rules and regulations.
- Ability to supervise in a multi-union work environment.
- Ability to foster a climate of communication, cooperation and respect.
- Ability to work off-hour shifts, weekends and holidays when required.
- Ability to perform the physical requirements of the job.

Physical Working Conditions

The physical demands and work environment are characteristic of a railroad transportation environment including working indoors and outdoors as well as a typical office and field environment. Exposure to computer screens, noise, dust, shop environment, heat and cold weather and moving vehicles. These conditions are representative of those an employee encounters while performing the essential duties and responsibilities of this job.

Physical Requirements

Will require maintaining physical condition necessary for carrying out the duties and responsibilities of the position and as necessary to provide applicable training; Examples of physical requirements include light to medium lifting, bending, stooping and kneeling.

Position Details:

- Base Hourly Range: \$58.20 - \$70.73 per hour.
- There is a 12-month probationary period following appointment to this position.
- FLSA Status: Exempt.
- At Will, Full-Time.
- A thorough background check will be required including, but not limited to: current and past employers, personal contacts, education verification. A credit report will be required for positions covered under Labor Code 1024.5.
(A complete list of background check documents will be provided upon request).
- A pre-employment physical, including a urinalysis drug screen, will be required.
- A pre-employment psychological screening, administered by a licensed psychologist, will be required.

The Sonoma-Marín Area Rail Transit District is an Equal Opportunity

Employer

Approved: April 16, 2014

Revised: September 2017