TITLE: Manager, Safety and Security
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Administrative (Safety and Security)
APPLICATION DEADLINE: Friday, March 26, 2021
PAY RANGE: $1,913 – $2,870 per week ($99,511 – $149,267 estimated annual)
WORK LOCATION: San Carlos, CA

GENERAL: The Manager, Safety and Security will report to the Director, Safety and Security and is responsible for managing safety and security projects, including oversite of the contracted security staff for the San Mateo County Transit District (SamTrans) and the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:
- Develop and implement safety and security projects.
- Manage the Safety and Security Operations including the contracted security personnel.
- Manage the Closed Circuit Television (CCTV) system.
- Responsible for managing the access card system.
- Develop safety and security contract provisions for capital projects and other solicitations.
- Monitor and evaluate compliance with approved safety and security policies and procedures and applicable local, state and federal safety regulations.
- Serve as liaison with internal and external stakeholders for assigned Safety and Security projects, training and events.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:
- Oversee contracted security staff functions including the Security Operations Center, the Lost and Found program, the security key program, and the access card program.
- Oversee security personnel deployment at SamTrans and Caltrain facilities.
- Oversee access card system maintenance, new installations, and issuing and retrieving badges.
- Administer the CCTV system maintenance plan; determine CCTV system hardware, software, and camera needs.
- Collaborate with other departments, divisions and external contractors and consultants to identify, reduce or eliminate hazards and risk.
- Assist in the development of agency departmental safety and security goals and objectives.
- Review safety policies and practices to ensure they are current, appropriate and compliant with all local, state and federal regulations.
- Manage the Clipper Card and Ticket Vending Machine programs.
- Maintain and required to participate in the rotating on-call schedule with other Safety and Security staff to support response to major incidents (Includes weekends and major holidays).
- Perform accident and incident investigations; recommend and implement solutions.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
• Performs all job duties and responsibilities in a safe manner to protect one’s self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
• Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Director, Safety and Security, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:
• Bachelor’s degree in Homeland Security, Criminology, Business Administration, or closely related field.
• Four (4) years of increasing responsibility and experience in transportation safety and security.
• Two (2) years of experience supervising professional and technical safety staff.

PREFERRED QUALIFICATIONS:
• Ability to travel and respond to site of major incidents on a rotating schedule.
• Experience in Law Enforcement, Security and Crime Prevention through Engineering and Design (CPTED).
• Experience with behavior-based or risk reduction security programs.
• CCTV security system build and design experience.
• Transit Safety and Security Program Certificate.
• Effective written, verbal and presentation skills.
• Possession of a California driver’s license with a safe driving record

SELECTION PROCESS MAY INCLUDE:
The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays: Seven paid holidays, plus up to four floating holidays per year
Time Off: Paid Time Off: up to 26 days per year
Cafeteria Plans: Medical, dental, vision care, group life insurance and more
Transportation: Free Bus Transportation for employees and qualified dependents
Pension: Social Security and California Public Employees Retirement Systems (CalPERS)
• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:
• To apply, please visit the. Complete an online employment application and supplemental questionnaire by 11:59 pm Friday March 26, 2021. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
• The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
• San Mateo County Transit District celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.