

September 6, 2019

**TITLE:** Deputy Director, Safety & Security (System Safety)  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Administrative  
**APPLICATION DEADLINE:** **Friday, September 27, 2019**  
**PAY RANGE:** \$2,342 – \$3,513 per week (\$121,792 – \$182,688 estimated annual)  
**WORK LOCATION:** San Carlos, CA  
**WORK SCHEDULE:** Full Time

**Job Summary** The Deputy Director, Safety & Security (System Safety) reports to the Director, Safety & Security and is responsible for analysis of bus and commuter railroad transit safety operations, security, and state of good repair for the San Mateo County Transit District (SamTran's) and Peninsula Corridor Joint Powers Board (Caltrain).

**Examples of Essential Functions:**

- Responsible for evaluating and identifying safety risks of safety systems involving buses and trains
- Develop safety improvement programs, safety promotion activities, and positive safety culture.
- Facilitate annual audits conducted by APTA, FRA, and FTA, and assists in resolving audit findings to a satisfactory conclusion.
- Responsible for the District's Emergency Operation Center and Disaster Plan.
- Monitor conformance to SamTran's and Caltrain's policies, procedures, goals, and objectives related to safety, and security.
- Oversee the development and maintenance of SamTran's and Caltrain's Safety Management System (SMS) and security programs.
- Develop and administer programs regarding fatigue management and enterprise risk management.
- Manage and provide direction including training to the District's safety system for employees and contractors.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Participate in selection, coordinate staff training, establish performance objectives, monitor and evaluate employee performance.

**Examples of Duties:**

- Responsible for compliance of safety systems with applicable Federal Transit Administration (FTA) and Federal Railroad Administration (FRA) standards Occupational Safety Health (OSHA), Departments of Transportation (DOT), Federal Transit Administration (FTA) for bus, Federal Railroad Administration (FRA) for railroad standards and regulations.
- Assist with the development and maintenance on all safety and health policies and programs including industrial safety, industrial hygiene, construction safety, environmental safety, and vehicle safety aspects of the SamTrans and Caltrain Safety Management System (SMS), and other safety system programs.
- Provide technical safety information including technical guidance and advice.
- Conduct safety risk and hazard audits to uncover operational risks.
- Monitor safety document controls including regulatory filing and reporting.
- Oversee the Risk Register including ensuring that information is properly reported in the database.
- Utilize human factor analysis, hazard analysis, peer reviews, safety culture surveys, and principles of high reliability organizing resiliency for operational safety and security.
- 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.
- Perform 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 & Security, who establishes goals and objectives, monitors 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 Occupational Health and Safety, Business Administration or closely related field.
- Six (6) years of professional experience managing safety-related programs in a transportation environment.
- Three (3) years of experience in supervising professional and technical safety staff.

**Preferred Qualifications:**

- Experience with behavior-based or risk reduction safety programs is desirable.
- Must possess effective written, verbal and presentation skills.
- Must possess 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. 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 will be subject to background check.

**Current Employment Benefits at SamTrans:**

Holidays:	Seven paid holidays, plus up to five 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
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

**How to Apply:**

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

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 call (650)508-6308.  
SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans