

March 11, 2019

**TITLE:** Director, Safety & Security  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Administrative (Safety & Risk Management)  
**APPLICATION DEADLINE:** **Friday, March 22, 2019 (Revised)**  
**PAY RANGE:** \$2,867 – \$4,300 per week (\$149,062 – \$223,592 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Full Time

**Job Summary:** The Director, Safety and Security reports to the Deputy General Manager/Chief Executive Officer. This position is responsible for the management and oversight of systems safety and security functions for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain) and the Transportation Authority (TA).

**Examples of Essential Functions:**

- Responsible the development and implementation of three agency's goals, policies and objectives relating to system safety and security to assure a safe work environment and compliance with local, state and federal safety regulations.
- Work closely with internal and external stakeholders including OSHA, EPA, DOT, FTA, FRA, DHS, TSA, APTA and CPUC to meet all safety requirements.
- Oversee security functions, including Protective Services/contracted sworn law enforcement staff.
- Represent the agency before local, regional, state and federal government agencies, boards, commissions and conferences.
- Direct the development and implementation of effective safety and security training and education programs for agency employees, contractors, and the general public.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Participates in selection, coordinate staff training, establish performance objectives, monitor and evaluate employee performance.

**Examples of Duties:**

- Oversight and promote safe work environment to include bus and rail operations, occupational, construction and industrial safety.
- Monitor potential, pending, and current legislation that may impact the agency's safety and security standards, programs and initiatives.
- Monitor safety and security compliance and identify opportunities for improvements and/or efficiencies, develops and implements change initiatives and enforces accountability.
- Oversee the accident investigation process; ensure proper accident investigation procedures are followed. Communicate safety successes, near miss details, and trend analysis finding.
- Provide technical and administrative support on all safety and health policies and programs to the Executive Team.
- Prepare and present staff reports and other necessary correspondence for boards of Directors.
- Oversee compliance with safety-related regulatory filing and reporting.
- Direct the development, implementation, administration and review of the effectiveness of the industrial safety, industrial hygiene, construction safety, environmental safety and vehicle safety aspects of the SamTrans' and Caltrain System Safety Program Plans.
- Oversee the Facilities Security systems, including maintenance and new installations for CCTV systems, the Card access system and evaluate and revise security procedures.
- Serve as liaison for the Safety and Risk Management Department with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
- 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.
- Performs other duties as assigned.

**Supervision:** Works under the direction of the Chief Operating Officer, Rail 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 safety engineering, occupational health and safety, industrial hygiene or closely related field.
- Seven years of safety management experience in commuter transportation environment.
- Five years of experience in managing professional staff.

**Other Qualifications:**

- Demonstrated leadership ability
- A valid California driver license with safe driving record
- Professional certifications and licenses in Transportation Safety provided by the Transportation Safety Institute are required.
- Must have effective oral and written presentation and communication skills.

**Selection Process May Include:**

**Current Employment Benefits at SamTrans:**

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: 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 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 or improperly completed 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