**Class Summary**

The responsibilities of this classification include developing, implementing, and maintaining all safety programs and policies required to achieve and maintain regulatory compliance for the operation of public transportation services. Incumbents ensure compliance with state and federal requirements, ensure reduction of loss and risk to King County, and promote a safe environment for employees and customers.

**Distinguishing Characteristics**

This is a single level classification. Incumbents are responsible for ensuring a public transportation service is fully-compliant with a broad scope of state and federal regulations and fulfills the safety certification requirements unique to that service. It is a fully proficient safety professional classification and work is performed on an independent basis. It is distinguished from the Safety and Health Administrator series in that incumbents within the Transportation Safety Administrator serve as the key advisor and technical expert in all elements of the agency’s safety systems.

**Examples of Duties**

1. Develop all safety programs and policies for the agency necessary to achieve safety certification. Certify the safety of specific agency programs, projects, and construction plans by conducting hazard analyses, creating conformance checklists, and additional measures.
2. Perform Internal Safety Audits and investigations, including entrance/exit meetings, records review, interviews, field verification, report writing, presentation of results, and corrective action tracking.
3. Coordinate with other agencies and internal stakeholders in order to comply with the System Safety Program Plan, Accident Prevention Plan, State Safety Oversight Program Standard, and related regulatory requirements; develop comprehensive safety and regulatory compliance programs for agency service expansions, projects, and programs.
4. Serve as the system safety subject matter expert for capital projects. Conduct audits of existing system configurations to ensure compliance with design specifications, safety standards, and industry best practices.
5. Investigate incidents, perform root-cause analyses, make recommendations for mitigations, and track and assist in the development of corrective action plans; coordinate emergency services with first responders at incident scenes.
6. Ensure effectiveness of safety programs and policies; ensure the enforcement of regulations; implement “stop work” orders as necessary.
7. Represent King County Metro in litigation and testify regarding investigative results in criminal or civil proceedings; make reasonable suspicion and fitness-for-duty determinations; interview and take statements from principals and witnesses.
8. Represent King County on inter- and intra-agency panels and committees; work with community members and groups on safety issues and concerns; communicate program, procedural information, and operating policies to employees and external stakeholders.
9. Coordinate and monitor the work of outside agencies, contractors and vendors to ensure their compliance with established processes, protocols, and policies.
10. Prepare technical reports and analysis.
11. May supervise professional and support staff; establish performance standards and assessment criteria, and coach staff as required.
12. Participate in on-call rotation responsibilities for all transportation modes.
13. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of local, state and federal regulations, including Washington Department of Transportation, Washington Administrative Code, Department of Homeland Security, and Federal Transit Administration

Knowledge of program development, implementation, management, and evaluation practices

Knowledge of emergency management, disaster preparedness operations, and techniques

Knowledge of accident and incident investigation practices, techniques, protocols, and hazard analysis

Knowledge of training principles and adult learning styles

Knowledge of industrial, environmental, and operating hazards

Knowledge of medical and legal terminology, practices, and procedures

Knowledge of occupational health risks and interventions

Knowledge of the requirements within the Americans with Disabilities Act (ADA)

Skill in project management and program design

Skill in effective verbal and written communication

Skill in problem-solving and analytical thinking

Skill in developing and implementing policies and procedures

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Previous safety program experience

AND/OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid Washington State driver’s license or the ability to obtain one within one month of employment

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 10/2009 – Created  4/2018 – Title changed from Transportation Compliance Administrator to Transportation Safety Administrator; content and format revised. |
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