**Class Summary**

The responsibilities of this classification include managing, supervising and directing all safety or security and emergency management operations and programs of the Transit Division. Incumbents plan, develop, and administer comprehensive and effective safety or security and emergency management programs. Ensuring passenger and employee safety; mitigation of loss and risk to transit resources; passenger and employee security during routine and emergent periods of operation and compliance with all applicable local, state and federal codes and regulations. Work is performed independently under the general supervision of a higher-level transit manager.

**Distinguishing Characteristics**

This is a single level classification that can be assigned to Safety or Security and Emergency Management. It is distinguished from other Transit Superintendent classifications in that incumbents create and implement policy that directly affects Transit operations.

**Examples of Duties**

1. In conjunction with the Transit Safety and Security Manager, support the development and implementation of safety or security programs for the Transit Division.
2. Promote safety or security awareness and culture throughout Transit operations; ensure compliance with all related local, state and federal codes and regulations; provide information to and negotiate agreements with regulatory agencies.
3. Supervise staff; hire staff consistent with assigned hiring authority; ensure consistent application of labor policies, contract provisions and hiring guidelines; participate in the grievance and arbitration process.
4. Provide supervisory review of incidents including forecasting, reporting on preventability, program effectiveness, cost trends and similar performance metrics and make recommendations.
5. Establish work performance standards and review existing operational and administrative policies and procedures, and make recommendations to higher-level management.
6. Manage assigned budget; authorize expenditures within designated authority level; monitor budget and maintain expenditures within approved levels.
7. Manage and administer vendor and related contracts.
8. Participate and represent assigned section in a wide variety of internal and external work groups, project teams, committees, task forces, state and federal partners.
9. May issue work stoppages related to safety and security issues consistent with Transit Division operating policies and delegated authority.
10. Coordinate with jurisdictions throughout the region as necessary.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of local, state and federal codes and regulations that apply to bus and rail system safety or security and emergency management and associated aspects of mass transit operations

Knowledge of the full scope of local, state and federal codes and regulations that apply to employee health and safety or employee security and preparedness

Knowledge of emergency management and disaster preparedness for mass transit organizations

Knowledge of the operations, policies and procedures of the Transit Division

Knowledge of human resources management, supervisory principles and federal, state and local laws related to employment, civil rights and affirmative action

Knowledge of the principles, practices and techniques of labor relations that include interest-based or collaborative labor negotiations as well as grievance and arbitration processes

Knowledge of workforce planning and budget administration

Leadership skills

Ability to communicate effectively, both in writing and verbally

Customer service skills

Skill in planning and delegating work assignments

Skill in conflict resolution, problem solving and negotiation

Skill in statistical, operational and trend analysis

Skill in staff development and training

Knowledge of effective safety program development, accident prevention and loss control principles, practices and techniques

Knowledge of the accepted approaches, protocols and technical investigation of mass transit accidents and critical incidents

Knowledge of effective incident prevention and mitigation

Knowledge of accepted approaches, protocols and technical investigation of security incidents

Knowledge and skill in performing Crime Prevention Through Environmental Design (CPTED) assessments, and ensuring the agency is using these standards in all built-environment projects and potential projects

Knowledge of storage systems and wireless transmission systems for video images

Knowledge of risk management concepts

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**

Bachelor’s degree in Business, Public Administration or related field and increasingly responsible experience in the transportation field including supervisory and/or management experience

OR any combination of experience and education that provides the knowledge, skills and abilities to perform the essential functions of the job

**Licensing, Certification and Other Requirements**

Valid Washington State Driver License or the ability to travel throughout the county in a timely fashion

Some 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** | 08/2017 - Created |