

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

TRANSIT TRAINING/SAFETY OFFICER

4109

GENERAL PURPOSE:

Plan, organize, and supervise all aspects of the training and safety programs of the transit system, including development and implementation of on-going training and safety programs for all personnel. Acts as the system's route/road coordinator.

CLASSIFICATION SUMMARY:

Supervises all of transit's training and safety including field monitoring of bus operators to ensure adherence to standards and safety compliance. Plans and schedules training and safety programs and remedial or refresher training. Responsible for all accident investigation. Stays current on state and federal regulations and assures that the fixed-route service remains in compliance with all regulations. Aids Transit Manager in the preparation and administration of the transit budget. The Transit Training/Safety Officer reports to the Operations Supervisor and monitors assigned bus and van operators and bus washers to ensure safe and efficient service operations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Schedules and assigns training programs for drivers and support personnel.

Monitors field operations to assure compliance with performance standards and safety regulations. Assesses training needs of fixed-route coach and Dial-A-Ride van operators; develops, schedules, contracts or conducts operational and safety training; evaluates the effectiveness of each training program through post-training testing or on-the-job observation. Prepares and maintains legible and concise activity logs, training records, accident reports and other documents relevant to transit operations.

Investigate public complaints concerning customer services, driver actions, service issues and vehicle safety. Provides on-site investigation of accidents and interviews operators, witnesses, maintenance personnel and safety officials to determine cause and recommends appropriate remedial actions to prevent future accidents. Assists the Transit Manager with the division's Drug and Alcohol Testing Program; assists in determining fitness for duty, reasonable suspicion or post-accident testing.

Together with the Transit Operations Supervisor, conducts, and administers employment test(s) for new drivers, interviews final driver trainee candidates, performs reference checking and completes background investigation, recommends selection of new hires, and provides training for new driver trainees. Recommends personnel actions to the Operations Supervisor. Assist Operations Supervisor with the evaluations of bus and van operators.

Prepares and monitors assigned portions of the transit budget; represents Pullman Transit in committees, at workshops and in various transit-related meetings; prepares grants; may serve as Operations Supervisor in his/her absence.

OTHER JOB FUNCTIONS:

Provides, conducts or contracts for all related operational training for all Transit employees; designs and administers community involvement programs. May perform dispatching duties or operate a bus or van in an emergency.

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Effective supervisory principles and practices including work planning, employee scheduling, performance evaluation, employee motivation, and corrective actions;
- Design and implementation of training programs;
- Municipal transit system operation;
- Generally accepted safety procedures
- Federal and state laws and regulations pertaining to the operation of a public transit system;
- Applicable personnel policies and union contracts;
- Correct use of English grammar used in the preparation of grants and reports.

Ability to:

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- Develop, implement, and evaluate transit employee training and safety programs and to correct employee deficiencies;
- Comprehend, read, and analyze a variety of administrative and technical data and to prepare reports and operating procedures;
- Promote, monitor and evaluate the operation of the transit service;
- Gather and analyze data and prepare reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with supervisor, division employees, general public, and city staff;
- Attend work on a regular and dependable basis;
- Learn and use in-house software programs;
- Provide quality services in a cost-effective manner and recommend improved methods of performing the work;
- Physically perform the essential functions of the job.
- Must be able to work varying schedules to meet the needs of the system (i.e. nights and weekends)

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years increasingly responsible training experience preferably in public transportation. Ability to effectively develop and conduct employee training programs, including safety training programs. Ability to interpret and apply federal/state DOT and OSHA regulations affecting transit operations is required. Ability to deal effectively with supervisors, co-workers, and the public; resolve employee complaints, and deal with union members in a positive manner is also required. Must have valid CDL, Class B and NO Airbrake Restriction within 30 days of hire. Any equivalent combination of formal education and/or training in transportation-related studies, public administration, business administration or related field may substitute for up to one-half of the experience requirements.

TOOLS AND EQUIPMENT USED:

Personal computer; transportation van, bus, or car; wheelchair lifts; coin counting and sorting machine, phone; copy machine, fax machine, two-way radio.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in an office environment while sitting at a desk or computer terminal and on the road in staff vehicle, or in bus or van. However, while performing the duties of this job, the employee regularly works in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, occasionally is exposed to toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds.

This is a safety-sensitive position and is subject to random drug and alcohol testing as a condition of employment.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Adopted: 07/03 Revised: