



Position:
Department:
Reports To:

Job Description

Chief Safety Officer
Executive
President/Chief Executive Officer

Job Summary:

The initial focus of this position will be the coordination and administration of day-to-day activities of the Rail Safety Committee responsible for the Certification of the Norfolk Light Rail system in accordance with the requirements of 49CFR Part 659. However, the incumbent will also advocate, educate, and implement programs to execute the requirements for safety as an integral ingredient of the facilities and operations for the entire HRT organization. The responsibilities of this position may develop into the agency-wide safety manager as determined by the capabilities of the incumbent.

Essential Job Functions:

Ensures agency-wide coverage and consistency in managing both Rail and Bus Safety Committee administrative processes. Collects, organizes, records and verifies accuracy of data and information from rail project sources as assigned. Research activities may require travel to field locations encompassing construction activities to assess and validate information. Prepares or assists with the preparation of Incident Reports for the Executive Staff including determinations of failure and recommendations for prevention of reoccurrence. Establishes and maintains procedures for configuration control of safety critical documents. Supports all departments within HRT by providing training, and distributing information on all matters related to job-site safety.

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

- Advocates and promotes a strong safety culture within the agency with regard to capital programs including use of Personal Protection Equipment (PPE) and internal safety communications and procedures.
- Reports to the Rail Safety Committee in order to ensure timeliness of workflow and submissions to the Rail Safety Committee for safety certification of the Norfolk Light Rail project; coordinates with HRT personnel and external entities the scheduling of meetings and project reviews and the preparation of pertinent data required for official Rail Safety Committee voting; obtains required supporting technical information from project consultants, vendors, contractors, independent professional bodies, internal and external agency officials, and prepares docket packages for review and action by the Rail Safety Committee; independently composes memos and other correspondence and reports, including those involving technical issues for review and approval by the Rail Safety Committee and/or the Chairperson; independently prepares minutes, reports and correspondence relative to the technical and administrative activities of the Rail Safety Committee and other projects within the Department of Development.
- Maintains comprehensive calendar of internal and external activities necessary for the safety certification process, and supports and coordinates meetings, and schedules, for the Development Department in close association with the Program Management Consultant and the Design General Engineering Consultant; maintains and monitors project delivery schedule and budget information associated within the safety certification function, including contracted services and actual inspection of work in office and field locations.
- Coordinates and provides input to ensure that the agency-wide document control and configuration system meets the required documentation needs to support the final safety certification process as prescribed by federal and state regulations; maintains manual and/or automated document control and filing systems and records retrieval for all Rail Safety Committee correspondence including a database of actions and references for each meeting's decisions; works with Records Management to ensure proper identification, storage, and disposition of all HRT safety related public documents.
- Conducts research and reviews reports, and other technical documentation, to support the needs of all departments in the area of safety, including summarizing requirements and identifying deliverables for departmental response; coordinates with all departments to ensure uniform application of safety policy and practice; coordinates and performs on-site safety reviews.
- Performs other duties as assigned.

Required Knowledge, Abilities and Skills essential to Job Functions:

- Individual must have a strong working knowledge, or ability to quickly gain knowledge, of transit agency capital projects safety programs and the FTA/VDRPT requirements for safety certification of fixed guideway transit systems; should also possess general knowledge of OSHA regulations as related to general and heavy construction with the intent of becoming the senior agency expert on the subject; must maintain general knowledge and application of safety policies and procedures as they relate to the operational and structural needs of the entire HRT organization.
- Must be familiar with NFPA 130 and its application to light rail systems.
- Must demonstrate effective supervisory skills and experience in a multi-discipline, matrix organization; excellent coordination and people skills, including the ability to establish and maintain working relationships with management, members of the Commission, elected officials, leadership of other government agencies, HRT retained contractors and consultants as well as with other public and private organizations.
- Must demonstrate high levels of patience, diplomacy, tact and courtesy in achieving good interpersonal relations and effective coordination with all categories of staff and conscientiously work to resolve conflicts and develop “work-around” strategies to keep the overall project on schedule with regard to safety certification and safety issues.
- Must develop and maintain an understanding of HRT organizational functions, policies, and procedures and integrate as required into the rail safety certification process.
- Must be able to formulate, develop, implement, and administer policies and procedures related to safety policy.
- Demonstrate skills with software programs for entering, organizing, and retrieving data using computerized spreadsheets and databases, in preparing reports, presentations and correspondence using word processing and other software, including Power Point and the internet for research, communication (including email) and data exchange.
- Ability to train others in safe practices and work rules, either individually or as a classroom instructor.
- The incumbent must be able to read, write and fluently speak the English language.
- Skilled in written and spoken communication of administrative and technical data with strong grammar/spelling knowledge sufficient to screen own work as well as that of others;
- Good telephone skills and presence.
- May require evening and/or weekend work.

Qualifications:

Training and/or Education:

- Bachelor's degree or equivalent college level work in business administration, project administration, safety, or related fields;
- specialized training in safety administration or construction safety inspection;
- specialized training in document management and meeting facilitation preferred;
- may be required to obtain Safety Certification or additional safety training to better serve the agency at HRT's expense.

Required Experience:

- Minimum of three-five years of progressive experience in a transit agency environment requiring independent analysis and action;
- significant experience with software programs related to database management;
- three years experience monitoring and/or investigating job-site safety practices or incidents;
- demonstrated satisfactory written and oral communication skills in prior positions with fluent command of English to effectively compose and edit technical documents;
- ability to independently research technical documents, interpret and organize data and information as required;
- ability to facilitate meetings and obtain consensus.

Any combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted.

Licenses or Certificates:

- State issued driver license required.
- Status as Certified Engineer Technician or Certified Safety Professional optional.

Special Requirements:

None

FLSA Status:

Exempt

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work may occur at field locations under construction requiring Personal Protective Equipment, which require walking on rough and irregular surfaces, climbing ladders and scaffolds to reach work locations, and operation of motorized vehicles. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Unusual Demands:

The work environment characteristics described herein 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 involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resources Department.