



JOB TITLE: Director of Safety and Compliance
DEPARTMENT: Compliance
REPORTS TO: Assistant Vice President, Regulatory Compliance
SALARY GRADE: DOQ \$94,901.00- \$118,627.00 annually

LAST REVISION DATE: 08/2022
EEO: Professional
FLSA: Exempt, Regular Full-time

PURPOSE OF JOB

The Director of Safety and Compliance oversees, manages, supervises, and coordinates agency-wide system safety, loss control, and emergency response programs, functions, and operations. The incumbent in this position will develop and implement programs that create a safer work environment by reducing the frequency, severity, and cost of employee and third-party accidents.

ESSENTIAL FUNCTIONS

- Analyze new and existing processes and systems to determine the existence, severity, probability, and outcome of hazards.
- Develop and implement system safety programs in coordination with agencies and contractors.
- Develop and recommend safety policies to executive management, and coordinate assigned activities with other departments, programs, and outside agencies.
- Develop and maintain safety policies, plans, procedures, and a proactive Agency Safety plan for bus and rail operations.
- Develop realistic and data-driven safety performance indicators and safety performance targets.
- Verify compliance with the Agency Safety Plan(s) with relevant legislation, guidelines, and standards.
- Provide direction, interpretation, and recommendations over technical matters such as facility renovations, and other areas (e.g., standards for safe working, job hazard analyses, development of policies and standard operating procedures, etc.)
- Coordinate closely with contractors, procedures, and programs related to bus and rail operations safety activities that involve passenger injuries or incidents (e.g., disruptive behavior), pedestrian incidents or incidents with other road users (e.g., collisions), preventing and mitigating worker assaults, emergency response, and security procedures for the different modes.
- Assist in developing safety training, competency, and awareness programs, and provide input and final review in developing training activities.
- Tailor safety management plans for the conduct of operations based upon risk.
- Review and approve training and education plan programs that maintain competency in safety critical areas.
- Coach, train, and motivate staff in implementing and following safety standards; coordinate and/or provide necessary staff training.
- Advise and counsel staff; create developmental work plans for staff.
- Facilitate implementation of corrective actions for safety-related discrepancies and deficiencies.
- Assist with discipline and termination procedures, where appropriate.
- Provide technical advice and guidance on safety and injury claims and their related issues and activities. Evaluate potential hazards and assess the need for mitigation.
- Lead the accident review process for applicable departments. Complete field audits across the agency for all modes of service.
- Direct the development and coordination of the emergency response management process and coordinate with departments and external responders, where applicable.
- Maintain awareness of new trends and developments in the fields related to area of assignment. Incorporate new developments as appropriate and ensure processes, policies, and practices are interpreted and applied consistently and effectively. Ensure accountability and compliance with all current and applicable state and federal laws, policies and procedures, rules, and regulations.
- Being on call to respond to investigations in a timely manner which could involve working outside the normal business hours
- Perform other duties or projects of similar nature and level as assigned.

REQUIREMENTS TO PERFORM WORK

Knowledge of:

- Advanced knowledge of operational safety programs
- Experience with developing, facilitating, and communicating safety training programs, internally and externally
- Proven experience in handling safety and injury claims
- Knowledge of interpreting complex data analysis to determine safety performance indicators and goals
- Basic principles and practices of transportation operations, safety program development, and public administration
- Advanced knowledge of Microsoft Office suite including Word, Excel, PowerPoint, Outlook

Ability to:

- Exhibit strong skills in adaptability, cooperativeness, complex reasoning, intellectual curiosity, and realistic thinking
- Foster trust and transparency within a team environment, both internally and externally
- Analyze and understand complex information, provide solution recommendations, and execute processes
- Exhibit strong communication skills, both orally and in writing
- Ability to exhibit a collaborative environment, encompassing value-led accountability and providing the opportunity to empower others; establish cooperative working relationships and communicate effectively with all levels of staff, both verbally and in writing
- Work independently, when needed, to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels
- Possess an influential and welcoming communication style

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university with major coursework in business or other related discipline. Master's Degree preferred. A minimum of five (5) to seven (7) years of increasingly responsible work in operations, safety, training, and/or risk management, with a minimum of one (1) year of supervisory experience required. Public transportation experience is desirable, with preference given to applicants with Transit experience.

Special Requirements: *Hold a current valid Texas Driver's Licenses or can obtain upon entry into the position.*

Transit System Safety & Security Certification: *Hold a certification issued by Federal Transit Administration/Transit Safety Institute or can obtain within one year of hire.*

PHYSICAL ACTIVITIES:

Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Physical activities include but are not limited to on a continuous basis, sitting at a desk for long periods of time. The essential functions require the daily use of a computer and telephone.

Additional perks and benefits that accompany full-time employment with DCTA:

- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e., 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)

- Judicial Retirement System of Texas (JRS)
- Teacher Retirement System of Texas (TRS)
- City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- Regional transit passes (bus and rail) for you and your immediate family.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.