

**NORTH COUNTY
TRANSIT DISTRICT**
Job Hotline:
760-599-8387
Toll Free: 888-783-6283



810 Mission Avenue
Oceanside, CA 92054
(760) 967-2828
www.gonctd.com/careers
recruitment@nctd.org

EMPLOYMENT OPPORTUNITY

NCTD is an equal opportunity employer

SYSTEM SAFETY OFFICER

Salary: \$63,060 - \$103,992 per year (DOE)
Recruitment #11 12 0028

Open Until Filled

Initial Posting: December 22, 2011
Initial Screening : January 13, 2012

DEFINITION

Under the supervision of the Manager System Safety and Emergency Planning, performs a variety of complex duties ensuring the District's conventional railroad, light rail, and bus transit operations, properties and facilities are maintained and operated in a safe and efficient manner in compliance with the specifications and regulations of the Federal Railroad Administration (FRA), the California Public Utilities Commission (CPUC), the Federal Transit Administration and other governing agencies.

Distinguishing Characteristics

This position is distinguished by its responsibility for enforcing compliance with regulatory and contract requirements while directly observing, monitoring, inspecting, and auditing the records and services of contractors engaged to operate and maintain the District's transportation modes.

Supervision Received and Exercised

This position reports to the Manager System Safety and Emergency Planning. It assists the Manager in overseeing and inspecting the operations of contractors and district employees, as well as administering NCTD's various safety programs and initiatives.

Working Conditions

Typical working conditions are in office settings, warehouse and maintenance facilities, out-of-doors on the railroad right-of-way and on-board rail and bus equipment. Duties typically performed during normal business hours and work week; may include occasional evening, night and weekend work. Exposure to all types of local weather conditions during outdoor duties. Frequent travel between District sites and around the rail systems. Occasionally required to respond in person to system incidents, emergencies and/or service disruptions at any time of the day or night. May be exposed to fumes, dust, chemicals, blood, biological residue and/or bodily fluids.

EXAMPLES OF DUTIES

Essential Functions

Monitors contractors' compliance with all modes operations, maintenance, and management agreements and NCTD's *System Safety Program Plans*, and with applicable governing agency regulations. Documents findings for use in safety audits. Implements and administers system wide hazard identification and corrective action efforts. Assists Manager with guiding contractors and the District in adhering to regulatory processes and requirements. Assists with the research, study and analysis of safety issues, incidents, accidents, trends and emerging technologies and industry best practices. Performs site inspections related to the above duties.

Duties may include, but are not limited to the following:

- Assists Manager in the implementation of Federally-mandated system safety program and passenger train emergency response plans, and is guided by these documents in carrying out duties.
- Performs system safety audits and documents findings for use in quarterly and annual safety audit reports.
- Pursues resolution and correction of system safety deficiencies.
- Maintains safety databases, tracks relevant indicators and prepares periodic reports for management analysis.
- Responds to and investigates emergencies, system failures, service disruptions, incidents, and accidents involving District operations and/or assets.
- May coordinate with FRA, CPUC, NTSB, local law enforcement and emergency responders.
- Assists with the development and implementation of safety programs, training and initiatives.
- May conduct training for outside contractors, emergency responders, District staff and others.
- Works with District resources and service contractors to identify initiatives for improving service quality.
- Assists with the resolution of safety issues.
- Assists with developing specifications of operations and maintenance contracts.
- Performs other related duties as assigned.

QUALIFICATIONS

Mental Requirements

Knowledge of or ability to learn rail and bus industry State and Federal regulations. Knowledge of industrial safety concepts and program development and application. Knowledge of light rail transit and/or railroad safety and regulatory environment.

Ability to read, comprehend, and apply Federal and State regulations related to transportation operations and safety. Ability to prioritize tasks and work under pressure. Ability to write comprehensive reports, and memos.

Ability to analyze data using basic statistics and prepare tabular and graphical reports.

Skill in performance monitoring. Skill in verbal and written communication. Skill in dealing with contractors and/or other parties. Skill in providing customer service. Skill in using a computer and related software applications, such as Outlook and Microsoft Office. Skill in assessing raw data, sorting through a variety of information and data, applying sound logic, and drawing meaningful conclusions on practical applications, trends, and objectives.

Physical Requirements

Ability to physically travel between District locations and other destinations, work in hazardous conditions, negotiate a variety of different terrain at any time of the day or night and in all types of weather conditions. Frequently required to walk, climb, balance, bend, reach, stand, stoop, finger, grasp, feel, talk, hear, and see and perform repetitive motions, including on uneven surfaces along the railroad right-of-way. Ability to respond in person to emergencies and/or service disruptions at any time-of-day and under any weather conditions. May be subject to fumes, odors, dusts, gases, chemicals, blood, and/or bodily fluids. Ability to use the phone and computer for extended periods; manual dexterity to complete clerical functions, work with office equipment, and occasionally perform light work requiring lifting up to 40 pounds.

Experience/Education/Certificates/License

Bachelor's degree from an accredited college or university in a transportation, safety, communications, business, engineering, industrial or related field and a minimum of three years supervisory experience in industrial safety or transportation operations; or any combination of education, experience, and training that fulfill the requirements of this position. Must possess a California Class C Driver's license at time of hire, have a five-year safe driving record; and become qualified on the General Code of Operating Rules.

Machines/Tools/ Equipment

Ability to operate standard office equipment, including a personal computer, fax and scanner machine, copy machine, and telephone.

EVALUATION OF APPLICATIONS:

All applicants must submit a complete and signed NCTD application, Notice of Disclosure and a resume. Please fill out the application carefully and thoroughly. List relevant work experience/duties (including current job) in order to document training, education and experience. **Omission of required information may remove applicant from consideration.** All qualified applicants will be notified of the date, time and place of an interview or examination, if applicable. A job offer is contingent upon the successful completion of a pre-employment drug screen and background check. Relocation reimbursement is not available.



NOTICE AND DISCLOSURE

Please be advised that North County Transit District may obtain investigative reports about you in connection with your application for employment and/or at any time during your employment with North County Transit District if you are hired or if you are a current employee, for employment purposes including, but not limited to, reassignment, promotion, retention, and rehiring.

Such investigative reports may include information concerning your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or mode of living. This information may be obtained from personal interviews with your professional and personal acquaintances. If an investigative consumer report is requested from an outside agency, or compiled in-house by North County Transit District, you will receive a statement of the nature and scope of the investigation and a copy of the report once it is compiled and received. Examples of investigative reports may include, but are not limited to, criminal background reports, motor vehicle driving records, credit histories, reference checks, verification of education or past employment, and investigations into theft, fraud, harassment and workplace violence.

Your signature below acknowledges that you have read and understand the above disclosure.

Date: _____

Signature

Printed Name

For individuals with disabilities, we will provide assistive services. To obtain such services or copies of documents in an alternate format, please call or write, a minimum of 10 working days prior to the event, to request these needed reasonable modifications. We will make every attempt to accommodate requests that do not give 10 days notice. Please contact:

**North County Transit District
Attn: Human Resources
810 Mission Ave.
Oceanside, CA 92054
(760) 967-2815**

**Persons with hearing impairment please use the California Relay Service (CRS): 800-735-2929 using TTY; 800-735-2922 using voice; 800-855-3000 Spanish
CRS Customer Service: 800-735-0373; 800-735-0193 TTY**