



CAREER OPPORTUNITY

SAFETY AND TRAINING SUPERVISOR Full-time

Department: Safety, Training & Environmental Services
Status/FLSA: Full-time, Exempt
Work Schedule: Monday–Friday, 8:00 a.m.–5:00 p.m.;
Could vary during driver training.

Reports to: Director
Salary Range: \$46,700.00 - \$53,000.00
Benefits: Excellent benefits package

SUMMARY

The Safety and Training Supervisor, under the direction of the Director will be responsible for the proper training of designated employees according to local, state, federal and Authority policies and programs. This position assists in facilitation of all safety education programs and meetings for the property and conducts and coordinates all driver training activities including initial training and retraining, utilization and supervision of Driver Trainers and the Driver Training Program. The Safety and Training Supervisor will assist the safety & training department in reporting incidents and subrogating collisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provides clerical support to the department as directed.
- Assists in collecting, verifying and entering data for reports.
- Maintains all employee training and safety files.
- Ensures accurate record keeping including pulling notices.
- Conducts classroom, closed course and behind the wheel training for new and existing employees.
- Assists with all video software database; and, responsible for reviewing and investigating video surveillance.
- Responsible for investigating and responding to customer and employee safety complaints.
- Recommends measures to reduce accidents and hazards.
- Provides input to enhance safety policies and practices.
- Counsels Operations personnel regarding the Authority safety policies and procedures.
- Assists with all aspects of conducting inspections of facilities.
- Assists in ensuring that timely accident or incident investigations are conducted.
- Works in concert with the Authority's Transportation Supervisors as it relates to their duties and responsibilities that incorporate safety.
- Assists in developing and implementing training and certification programs.
- Other duties as requested.

SUPERVISORY RESPONSIBILITIES – Indirectly supervises all safety sensitive employees. Carries out supervisory responsibilities including planning, assigning, and directing work, as it relates to Safety functions; Provides performance, reward and discipline recommendations regarding safety sensitive employees. Assist with addressing complaints and resolving problems. Ensures that other supervisory and management staff is in compliance with necessary safety and training programs.

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma, or GED required.
- Any combination of education and experience equivalent to three (3) years of fixed route and/or Paratransit service in the transportation industry.
- Any combination of three (2) years progressive experience in training and safety and two (2) years in a supervisory capacity is preferred.
- Training experience preferred. Trainer certification required to be completed within three months of hiring. Must have excellent computer skills and be functional with various types of software including GPS systems, surveillance cameras and software and recordkeeping databases.
- Ability to pass a drug test, criminal background check, DOT Physical and satisfactory MVR results.

CERTIFICATES, LICENSES, REGISTRATIONS – Must have Class B or higher Commercial Driver's License with Passenger endorsement. Must be able to pass the Trainer certification course within three (3) months of employment.

LANGUAGE SKILLS – Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and in small group situations to customers, clients, and other employees of the organization. English required, bilingual skills (specifically Spanish) a plus.

REASONING SKILLS – Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several variables in wide-ranging situations.

COMPUTER SKILLS – Advanced computer skills are required. Experience with word processing, spreadsheets, Internet software, e-mail, and/or database software.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended

periods of time; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee must be free of any condition(s) which results in temporary loss of consciousness or ability to reason.

- 50% of work is accomplished outside or in a vehicle.
- Performs physical activities that require considerable use of the arms, repetitive hand-wrist motion, and legs and moving the whole body, such as climbing, lifting, balancing, walking, stooping, and handling of passengers and materials.

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles. The noise level in the environment is moderate.

DISCLAIMER STATEMENT:

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so qualified.

TO APPLY: E-mail resume to hr@catchacat.org. Please state the title of the position applying for in the subject line of the email.

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