

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Transit Safety and Training Officer
Department: Rowan Transit System
Revised: February 2020

Class: Paraprofessional
FLSA: Non-exempt

This job description supersedes any prior description for the Transit Safety and Training Officer classification.

GENERAL DESCRIPTION

The Transit Safety and Training Officer is responsible for building a safety culture throughout the Rowan Transit program. Work focuses on the oversight of the transit programs safety and training activities. Establishes and promotes a safe, accident free, and healthy work environment. Ensures compliance with County, local, state and federal regulations regarding transit operations such as vehicle safety and driver certifications. Conducts regular safety meetings on accident prevention and mitigation of risks. Supervision is received from the Transit Operations Manager, and the Airport and Transit Director, who reviews work by analysis of work accomplished and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists the Transit Operations Manager with the daily operations of the Rowan Transit System to ensure Federal and State regulations, grant requirements, and contract obligations are met.

Writes and updates Safety, Security, and Maintenance plans that are in compliance with the FTA and NCDOT, and implements the System Safety Program Plan.

Develops general safety procedures to be followed in compliance with local, state, and federal rules and regulations; Ensures that drivers meet and comply with all federal, state and local health and safety regulations, including CDL requirements.

Participates in the investigation of accidents and injuries and completes accident reports.

Observes employees and the work environment for safety issues and immediately corrects then reports them to the Operations Manager.

Assists with coaching and employee development. Working within budget, assist with incentive programs to support safe operations and accomplishment of safety goals.

Establishes the schedule and curriculum for ongoing training activities, including initial operator training, safety meetings, and operator coaching and retraining.

Maintains all training documentation for employees as required.

Oversees the successful completion of all safety related audits

Coordinates mandatory Drug and Alcohol testing as needed.

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Assists the Transit Operations Manager in developing and evaluating potential and existing transportation services and assists with planning routes for new expanded transportation services.

Receives calls to enroll individuals for service according to eligibility and funding sources.

Receives calls, investigates, resolves, and maintains records of customer complaints or suggestions.

Conducts public surveys with customers, visits user agencies, and meets with clients and facility managers to assess the System's performance.

Performs varied clerical functions including answering the telephone and directing calls for RTS and Rowan Express, filing, and composing and proofreading letters, reports, and memorandums.

Rides along with drivers to assess vehicle safety and cleanliness and the driver's compliance with regulations and safety awareness.

Reviews vehicle maintenance records, visually inspects vehicles, and coordinates with the contractor in scheduling of vehicle maintenance and warranty repairs.

Performs random checks of drivers and vehicles as they enter and exit the gate for legal and safety sensitive items.

Maintains a variety of records and reports.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Experience in an operation similar in size and scope

Experience working in public transportation operations

Familiarity with all applicable safety rules, regulations and standards

Thorough knowledge and understanding of DOT (Department of Transportation), FTA (Federal Transit Administration), FMCSA (Federal Motor Carrier Safety Administration) rules and regulations

Strong written and oral communication skills, that include ability to explain and present regulations to others

Thorough knowledge of modern office practices, procedures, and technology and skill in operating personal computers and understanding applicable software.

Thorough knowledge of vehicle operation, maintenance and repair needs, and safety procedures and techniques.

Ability to interpret program policies, rules, regulations, and procedures for organizational personnel and the general public; ability to be resourceful in gathering and giving program information.

Ability to plan, organize, and review work, work flow, and procedures; ability to analyze problem areas of work and recommend solutions to supervisor.

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Ability to establish and maintain effective working relationships with elderly and disabled clients, contracting agencies, fellow employees, and the public.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Business Administration or related field and two to four years of safety and training experience, preferably in public or private transportation. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**