



Position Title: Safety and Training Manager
Classification: Exempt
Location: Operations – 8800 Corridor Road, Annapolis-Junction, Maryland
Reports To: General Manager
Date Updated: 8/27/2020

ABOUT US

The Transit Management of Central Maryland (TMCM) d/b/a the Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location.

JOB DESCRIPTION

We are seeking an exceptional, self-motivated, dependable, and dynamic **Safety and Training Manager** to develop, oversee, and facilitate an organizational safety and training program.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Plans and implements safety policies and procedures in compliance with local, state, and federal rules and regulations including, but not limited to the Occupational Safety and Health Administration (OSHA), Facility Safety programs, and the Department of Transportation (DOT) and ensures compliance.
- Develops company safety goals and objectives, and tracks and reports performance.
- Advises other members of the management team on safety compliance concerns and the appropriate countermeasures.
- Evaluates, develops, and facilitates classroom instruction, behind-the-wheel training, and applicable work-site safety training.
- Administers all aspects of the drug and alcohol testing program to ensure compliance with FTA regulations.
- Tracks attendees and maintains complete training documentation based on regulations and company policy.
- Conducts safety surveys, inspections and prepares written reports of findings and prevention recommendations for use by company personnel and senior management.
- Leads accident and incident investigations, processes all related paperwork, and ensures all information is sent to the appropriate authorities.
- Prepares and facilitates Safety Meetings.
- Monitors and coaches drivers/operators for compliance with the Drive-Cam program.
- Monitors and coaches subordinate employees.
- Assists with ordering and issuing uniforms and Safety equipment for all employees.
- Keeps abreast of current and changing regulations.



- Assists in the hiring process for new staff, as needed.
- Must be willing to attend ongoing training and meet certification requirements when needed.
- Other position-related duties as assigned.

Knowledge, Skills and Abilities:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Knowledge of Federal, State, and local rules and regulations regarding safety and environmental issues.
- Required to possess the certification or become a Certified Safety and Security Officer (CSSO) in the first year of employment.
- Exceptional knowledge of Microsoft Word, Excel and PowerPoint.
- Ability to effectively prioritize tasks and manage time effectively.
- Excellent verbal, written, and relational communication skills.
- Demonstrated ability to effectively interact with employees of all levels, including drivers/operators, customers, senior management, client representatives, union officials, and the general public.
- Demonstrate regular and consistent attendance and punctuality.
- Must be able to work a varying schedule to accommodate all shifts as necessary.
- Ability to work in all environmental conditions.
- Ability to occasionally lift up to 50 lbs.
- Knowledge of current and future safety trends in the transit industry

QUALIFICATIONS:

Minimum Qualifications:

- Must possess and maintain a valid CDL (P endorsement with air brakes) and DOT Medical Certificate
- Ability to move and operate a variety of passenger vehicles
- Bachelor's Degree in Occupational Safety & Health, Environmental, Engineering or Science; or a high school diploma or equivalent, with six (6) years of recent experience in the safety industry
- Experience administering an organizational safety program, complete with hands-on driver training and maintaining federal, state, and local compliance
- Previous supervisory experience
- Fluency in English



Physical Requirements & Working Conditions:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear; climb stairs and/or ladders. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

This is not a bargaining unit position.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed, as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.