



## MANAGER OF ENGINEERING SAFETY

**JC:** SF111  
**PB:** 10

**BU:** N91 (NR)  
**FLSA:** Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Directs, supervises, and coordinates safety-related activities and operations of the Engineering Safety Division within the System Safety Department including the identification and evaluation of risks associated with engineering projects and modifications. Develops safety and security certification programs; tracks, reviews, advises, and analyzes engineering projects, works with other managers on the application and implementation of safety engineering, coordinates assigned activities with other departments and outside agencies; witnesses' safety-related testing, conducts safety-related inspections, provides complex administrative support to the Chief Safety Officer, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class supervises the Engineering Safety Division within the System Safety Department which includes safety matters related to engineering projects and modifications as well as developing safety programs on the application and implementation of safety engineering. The incumbent is expected to exercise considerable latitude and independent judgment within District and department policies, procedures, objectives, management direction, and principles and practices of the field. This class is distinguished from the Chief Safety Officer in that the latter is responsible for managing all activities and operations of the District's System Safety Department.

### **REPORTS TO**

This position reports to the Chief Safety Officer.

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following*

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1. Assumes supervisory responsibility for assigned services and activities of the Engineering Safety Division including the identification and evaluation of risks associated with engineering projects and modifications.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Reviews modifications and additions to District facilities and systems with regard to safety issues; performs safety review of engineering drawings, analyses, criteria, and specifications.
6. Assigns, tracks, reviews, and supervises engineering projects assigned to safety engineers; performs as project lead engineer.
7. Provides liaison between outside regulatory agencies and the District.
8. Develops engineering safety criteria, develops solutions to engineering safety-related problems, develops safety engineering goals and objectives; analyzes safety trends.
9. Maintains the District Systems Safety Program Plan; develops response plans to various hazards as necessary; participates in District safety-related committees; participates in accident/incident investigations.
10. Develops Safety and Security Certification Plans as required by the California Public Utilities Commission for various District engineering projects.
11. Witnesses Safety related testing and performs field inspections related to new construction, new installations, and acquisition of new vehicles.
12. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

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14. Assists the Chief Safety Officer in the development of long-range safety programs and plans; attends meetings system-wide to resolve safety issues at the departmental level; meets with regulatory agencies on safety issues.
15. Attends and participates in professional meetings; stays abreast of new codes, trends, and innovations in the field of transportation safety.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Operations, services and activities of a comprehensive occupational health and safety program
- Methods and techniques of statistical analysis
- Principles and practices of occupational health and safety programs. Methods and techniques of work design solutions to health and safety issues
- Project management
- Tools and equipment used in monitoring and measuring noise and environmental safety factors
- Methods and techniques of assessing safety hazards and implementing corrective measures. Methods and techniques of safety inspection and investigation
- Methods and techniques of investigating safety-related accidents and incidents
- Mandated safety program rules, regulations, policies, and procedures
- Applicable building and fire safety codes
- Principles of supervision, training, and performance evaluation
- Principles and practices of budget preparation and administration
- Functions and authority of regulatory agencies in relation to safety issues
- Recent developments, current literature and information related to safety rules and regulations
- Current office equipment including computers
- Related Federal, State, and local laws, codes, and regulations

#### **Skill in:**

- Overseeing and coordinating through subordinate staff a variety of occupational health and safety duties
- Managing the development and implementation of safety training programs  
Monitoring safety program performance and making necessary adjustments
- Evaluating operations area safety requirements
- Interpreting and explaining District policies and procedures regarding safety
- Participating in the development and administration of division goals, objectives, and procedures
- Analyzing problems, identifying alternative solutions, implementing recommendation
- Interpreting and applying federal, state, and local codes, policies, laws, and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's degree in safety engineering, industrial hygiene or a closely related field from an accredited college or university.

**Experience:**

Five (5) years of (full-time equivalent) verifiable professional safety program administration experience which must have included at least two (2) years of administrative and supervisory experience.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record. Must respond to incidents and perform field activities after hours if needed.

Must be physically able to conduct field activities which may include (but are not limited to) accessing the BART operating right-of-way, climbing on and off rail equipment, climbing ladders, walking on uneven surfaces, visiting construction sites, and operating a motor vehicle.

**Substitution:**

Additional professional safety program administration experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy, and inclement weather conditions.

**Physical Conditions:**

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time and performing field activities.

**EEOC Code:** 0500 – Executives/Managers  
**Census Code:** 0300 - Architectural & Eng. Managers  
**Safety Sensitive:** No

**CLASSIFICATION HISTORY**

**Created:** January 1, 1999

**Revised:** May 30, 2007; July 1, 2016