



- POSITION:** SUPERINTENDENT, BUS SAFETY & TRAINING (PS101469)
This position is on-call 24/7 and is located at the Bus Transit, San Rafael Office.
- SALARY RANGE:** \$117,728.00 - \$142,292.80 annually plus excellent benefits
Employee pays 7% of salary/wage toward CalPERS retirement plan
- DATE POSTED:** Tuesday, March 24, 2020
- CLOSING DATE:** Open until Filled
First Review Date of Applications: Tuesday, April 21, 2020
- OPEN TO:** All qualified candidates
- OPENINGS:** 1 vacancy and to create Eligibility List

POSITION DESCRIPTION:

The Superintendent of Bus Safety & Training is primarily responsible for the supervision of Transportation Supervisors, and Safety and Training staff. It also has the shared responsibility of managing Bus Operators.

This position will have the responsibility and accountability for investigating collisions, incidents and passenger complaints related to safety and issuing discipline. This will be the staff liaison position with the Third Party Administrator. This position will also be responsible for the development of the Bus Operator Safety Program activities, enforce safety policies, monitor newly hired bus operators, and observe overall bus operator performance regarding safety incidents, compliance with safety operations, and general operating functions such as farebox, radio and head sign use. Will identify training needs based on operations trends. Will conduct first level hearings related to collisions and safety incidents as well as oversee all retraining for returning operators or those needing refresher training due to performance issues.

MINIMUM JOB REQUIREMENTS:

EDUCATION/EXPERIENCE REQUIREMENTS

- Bachelor's degree in Public Administration, Business Administration, Transportation or a related field. Additional recent position-related experience may be substituted on a year-for-year basis in lieu of education. **Applicants who do not possess a degree must attach a statement supporting additional recent position related experience.**
- Minimum of 5 years supervisory experience in transit management is preferred.
- Five-years of full-time experience in safety and training, collision investigation, causation analysis, data analyzation, training programs, and DMV requirements, labor relations, and contract interpretation.

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- Familiar with dispatch and street operations in a public transit agency.
- Familiar with Public Transit Agency Safety Plan (PTASP) and Safety Management System (SMS).
- Transportation Safety Institute (TSI) Train the Trainer certification is preferred.

LICENSE(S):

- Must possess and maintain a current, valid California Commercial Class B driver's license with air brakes and passenger endorsements. If not currently a commercial license holder, the successful applicant must obtain at a minimum a California Commercial Class B driver's license with air brakes and passenger endorsements within the **6 month probationary period**.
- Must have a satisfactory driving record as defined by: No DUIs and reckless driving infractions within the last 7 years; No more than 2 moving violations within the last 3 years; and Operates District vehicles on a regular basis.

ESSENTIAL RESPONSIBILITIES:

- Responsible for the supervision and management of field supervision staff, and safety and training staff. This position also has a shared responsibility of supervising bus operators.
- Responsible for monitoring and managing the Public Transportation Agency Safety (PTASP) requirements as required by the Federal Transit Administration (FTA).
- Maintains a safety program for passengers and employees.
- Establishes department goals and objectives and ensures that key staff are cross-trained.
- Works closely with the Bus and Maintenance Departments to develop a training curriculum to address fleet safety issues.
- Develops and maintains safety awards and incentives program.
- Responsible for continued modernization of recordkeeping methods and training materials.
- Manages projects and/or provides oversight regarding on-board equipment, operating equipment (coaches), and training.
- Acts as District hearing officer for collision and operations grievance hearings.
- Acts as the District representative at hearings and/or arbitrations.
- Reviews customer service comments for trends and areas of retraining needs.
- Responsible for technical writing of policies, procedures, manuals, and training materials.
- Authors safety bulletins and monthly safety newsletter.
- Co-chairs the joint management/labor safety committee with union designee.
- Develops training and development plans for internal staff.
- Attends quarterly Training Instructor meetings.
- Develops and implements the annual Verification of Transit Training (VTT) curriculum.
- Maintains records in organized fashion and performs quarterly audits to ensure compliance with State and Federal regulations.
- Monitors Bus Operators Hours of Service (HOS) for compliance with State and Federal regulations.
- Develops emergency preparedness policies and procedures and materials and conducts staff training on these materials and prepares annual drill to test practical application of policies and procedures.
- Maintains monthly statistics and reports them on the proper form to proper District personnel for submission to FTA, NTD or other authority.

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- Acts as District representative for CHP terminal inspection, DMV or other operational regulatory inspections.
- Responsible for onboard video surveillance equipment by conducting video reviews for collision investigation and to aid in resolving customer complaints.
- Analyzes safety trends and develop statistical reports outlining these trends, as well as develops policies, procedures and methods to reduce these trends.
- Maintains training manual for new hire bus operators.
- Acts as Bus Division representative to the Advisory Committee on Accessibility (ACA).
- Works with the Planning department and other officials on bus stop design and safety considerations.
- Manages the District Bus Operator Mentor program.
- Coordinates Bus Rodeo and other events and programs that promote a culture of safety.
- Keeps abreast and makes recommendations in areas related to best practices and new developments in the field of training and adult learning strategies.
- Conducts regular audits of safety and training records, makes recommendations on findings and conducts follow up as necessary.
- Performs all job duties and responsibilities in a safe and professional manner to protect oneself, fellow employees and the public from injury or harm by promoting safety awareness and following safety procedures in an effort to reduce or eliminate accidents.
- Performs other duties as assigned.
- Regular and reliable attendance and performance is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Collision investigation practices and procedures.
- FTA safety regulations, Federal Motor Carrier Safety Administration (FMCSA) statutes, California Code of Regulations (CCR) Title 13, and the California Vehicle Code (CVC) and any other law, regulation or rule related to the operation of public passenger carrying vehicles.
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access).
- Transportation scheduling software (preferably Hastus), video security systems, and various computer programs and technology that are regularly used in the management of transit operations.

Ability to:

- Demonstrate effective interpersonal skills.
- Demonstrate effective written and oral communication skills.
- Perform collision analysis and develop specific corrective and preventive procedures.
- Prepare clear, complete and concise operational and statistical reports, correspondence, operating bulletins and memos.
- Effectively operate a personal computer using MS Word, Excel, Access, PowerPoint software and learn other software programs as required.
- Demonstrate proficiency in the use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access).

PHYSICAL REQUIREMENTS:

24-hour on-call position which requires ability to work beyond standard office hours to attend evening and weekend meetings, meet with employees working swing and graveyard shifts and respond to emergencies. Designated District Emergency Services Worker. Will be required to work as an Operations member of the District's Emergency Operations Center (EOC) or in the field as necessary during natural or man-made disasters. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHT Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. A statement supporting additional recent position related experience should be submitted for those applicants who do not possess a degree (Scan and attach as PDF to your online application).
4. DMV K4 Print-out which can only be requested from any DMV office (Scan and attach as PDF to your online application). This report provides your 3-year driving record. Please see below for additional instructions on this requirement:
 - For *external applicants*: The applicant's submitted DMV K4 Printout should be dated within 30 days from the date of the job posting. **A complete report has the word *END* in capital letters at the end of the report.** Your official driving report can only be secured from any DMV office.

- For *internal applicants (District Employees) who are part of the Pull Notice Program*, the Human Resources Department will request the applicant's DMV report upon receipt of the applicant's online application.

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of education, training, and experience
- Oral Panel Interview
- Department interview for final candidates
- Medical Examination, post offer of "conditional employment" (this includes a drug screen and physical abilities examination)
- Background, Employment and Security Investigation

**** Positions in this classification are "Safety Sensitive" and will be required to undergo Drug and Alcohol testing prior to employment and will be subject to further random urine and breath alcohol testing throughout the period of employment***

*****The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.***

AN EQUAL OPPORTUNITY EMPLOYER

The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

Revised 3/24/2020 MP

Human Resources Administration
Human Resources Department
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318