



GCRPC

GOLDEN CRESCENT REGIONAL
PLANNING COMMISSION

SAFETY, TRAINING, AND COMPLIANCE SPECIALIST

PAY GRADE
9-11

SALARY RANGE
\$34,798 - \$50,523

FLSA STATUS
Non-Exempt & Exempt

GENERAL DESCRIPTION

This position is considered safety-sensitive and is governed by Federal Transit Administration (FTA) drug & alcohol testing regulations. The successful candidate will assist in the implementation of the Public Transportation Department's system safety and security program, risk management program, emergency operations program, and employee training program. The Safety, Training, and Compliance Specialist will also assist with general operations section support. Reports to the Public Transportation Operations Manager.

EXAMPLES OF WORK PERFORMED

- Assists Operations Manager with the development and implementation of an annual Employee Training program.
- Maintains and Develops training aids and standard operating procedures.
- Coordinates with operations section management/supervisors when scheduling training and compliance.
- Maintains training records for all public transportation, operations section.
- Develops the provision of subcontractor training and technical assistance.
- Assists with subcontractor audits and desk reviews.
- Assesses and makes necessary recommendations for an accident/incident prevention program.
- Assists in the implementation and maintenance of the department's Public Transportation Agency Safety Plan.
- Assists with the implementation of security and safety procedures.
- Assists with tracking, investigating, and processing internal/external complaints or comments.
- Perform regular duties during rotational on-call hours.
- Performs other duties as necessary or as assigned.

REQUIRED ESSENTIAL JOB FUNCTIONS

- **SIT:** Requires tolerance of seated posture for up to 6 hours.
- **CLIMB:** Requires climbing steps for up to 6 hours, frequently entering and exiting buses.
- **LIFT/MANUEVER/OPERATE:** Able to lift a maximum of 50 lbs. Requires horizontally transferring weight, 1 hour, 75ft without mechanical assistance. Required to assist disabled passengers into and out of vehicle (maximum weight allowed on wheelchair lifts is 1000 lbs. which includes the client and wheelchair; wheelchairs are pushed or slid side-to-side without lifting). Opens engine compartment hatch, adjust mirrors, and operate bypass on farebox requiring upper body forces of 55 pounds up to 1 hour.
- **POSTURAL:** Required to secure passengers' wheelchairs with restraining devices to stabilize wheelchairs during trip. (Requires bending and/or kneeling).
- **WALK:** Requires walking up to .25 miles, in an 8-hour shift to conduct vehicle training.
- **VISION:** Requires (near, far, depth) vision (day and night) to complete written forms and reports, drive, observe traffic signals and signs, operate bus controls, switches, and levers, inspect bus for safety and cleanliness, and keep all information on bus current.
- **TEMPERATURE:** Must tolerate working environment with inside controlled temperatures and outside ambient temperatures, including excessive heat, cold, and precipitation when performing safety and training duties.
- **COUPLING:** Operate communication or other bus equipment with switches and levers requiring coupling forces of 5 pounds for up to 12 hours.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major course work in public administration, business, planning, transportation, or related field; or

At least three (3) years of experience in a supervisory capacity and (3) years of management experience; or

Any equivalent combination of experience and training which provides the desired knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate with the public, both via telephone and in person.

Skill in the use of standard office equipment and software. Working knowledge of word processing and excel is required. Knowledge of virtual platforms, such as Teams and Zoom is helpful.

Ability to respond to public inquiries in a timely manner; to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to communicate effectively.

CERTIFICATES OR LICENSES:

Valid Texas Commercial Driver License with Passenger Endorsement and Air Brake.

By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

Name

Date