



# System Safety & Security Specialist

## Classification

Exempt from Overtime

## Salary Level

Entry-Level

\$42,000 - \$68,000

## JOB DESCRIPTION

### Summary/Objective

The System Safety & Security Specialist (SSSS) reports directly to the System Safety & Security Manager (SSSM). The SSSS is responsible for supporting the implementation and completion of projects within the System Safety & Security (3S) Practice, in strict accordance with client contract requirements, while remaining aligned with the overall strategy, commitments and goals of the company. Core responsibilities will include database maintenance, field inspections, reviewing design drawings, and conducting project-specific system safety and security activities.

### Essential Functions

- Record all findings and comments provided by System Safety to other disciplines on design reviews
- Participate in the Safety & Security Certification process to insure compliance with the System Safety Program Plan
- Prepares safety and security progress reports for monthly submission to the Owner/Agency
- Monitor and review notices distributed via the project's document control system
- Conducts review and analysis of new Standard Operating Procedures, operating rules, bulletins and training programs to ensure that the latest requirements of national and local fire codes and life safety standards are incorporated in these documents
- Work closely with the System Safety & Security Engineer and System Safety & Security Manager in promoting system safety throughout the Owner/Agency and act as the Agency Oversight regarding system safety issues
- Reviews transit accidents worldwide and assesses whether mitigations from those accidents can be implemented, if there is applicability to the project on which one is working
- Conducts System Safety Audits of passenger facilities including transit centers, platforms and other areas identified in safety analyses
- Tracks and monitors identified hazards to ensure they are being eliminated
- Assists with the System Safety and Security Certification process for transit projects
- Prepares monthly status reports for System Safety, identifying all outstanding action items and the planned approach to accomplishment
- Serves as an active participant on various internal and external committees and groups while also recording minutes of said meeting for review with leadership
- Implements the requirements of 49 CFR 659 and supports all related activities associated with the State Oversight Agency Program



## System Safety & Security Specialist

### Required Skills and Qualifications

- Bachelor's degree in a safety or engineering related field, or equivalent number of years of experience
- Demonstrated equivalent experience, education and/or technical credentials may be considered in lieu of degree
- A minimum of 0-3 years of experience in safety engineering, civil engineering, construction management, and/or systems design
- Familiarity with the Code of Federal Regulations (CFR) Title 49 – Transportation, Federal safety regulations, requirements, and certifications (FTA, FRA, DOT, OSHA, etc.), and other related knowledge, skills, or qualifications
- Experience researching and interpreting the American with Disabilities Act (ADA), National Fire Protection Association (NFPA) codes, Occupational Safety Health Administration (OSHA) standards, American National Standards Institute (ANSI), and other safety related national and local building, fire and life safety codes and standards
- Must have a working knowledge or the ability to learn the physical and operating characteristics of passenger vehicles and facilities
- Experience in performing job hazard and root cause analyses
- Must possess a working knowledge of accepted techniques for data evaluation, mathematical analyses and statistical development
- Required to possess demonstrable skills necessary to effectively present statistical information in various computer-generated reports including graphs and charts
- Required to possess the knowledge and skills necessary to operate personal computer systems to develop and maintain business applications using standard software such as Windows, MS Word, Access, Excel and PowerPoint
- Must possess a temperament suitable to effectively relate to all levels of personnel, clients, external business contacts and the general public
- Must possess the skills necessary to express oneself orally and in written format in a clear, concise and comprehensible manner
- Must pass employment verification, verification of eligibility to work in the U.S., and criminal history background check
- Valid motor vehicle operator's license

### Preferred Skills and Qualifications

- Board of Certified Safety Professionals (BCSP) Certification(s) – Associate Safety Professional (ASP) and/or Graduate Safety Practitioner (GSP)
- World Safety Organization (WSO) Certification(s) – Certified Safety & Security Specialist (WSO-CSS)
- Transportation Safety Institute (TSI) Transit Safety and Security Program (TSSP) Certificate
- Project Management Institute (PMI) Certification(s) – Project Management Professional (PMP)
- American Public Transportation Association (APTA) – Active Membership
- Working knowledge or the ability to learn 49 CFR Part 238, Passenger Equipment Safety Standards, Railroad Operating Rules and Safety Rules
- Knowledge of the National Incident Management System (NIMS)



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## Supervisory Responsibility

This position does not have supervisory responsibility.

## Position Type and Expected Hours of Work

This is a full-time position requiring 40+ hours per week. Typical hours of work are Monday through Friday, though some weekend activity may be required. This position may maintain a flexible work schedule but must satisfy project requirements first.

## Travel

Out-of-the-area and overnight travel is to be expected for non-local residents. This position will require on-site presence at the project site every week, Monday through Friday.

## SIGNATURES

This job description has been approved by all levels of management:

Direct Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_