

Safety and Compliance Specialist

Class Code:
210-25

CITY OF APPLETON
Established Date: Apr 11, 2022
Revision Date: Apr 11, 2022

SALARY RANGE

\$29.19 - \$43.79 Hourly

NATURE OF WORK:

The Safety and Compliance Specialist is responsible for overseeing as well as coordinating related programs on behalf of Valley Transit. This position reports to the General Manager.

JOB FUNCTIONS:

Essential Job Functions

- Oversees and manages compliance of the Transit System, reviewing and evaluating compliance issues within the system
- Ensures that management, all non-represented and represented employees are in and maintain compliance with the rules and regulations of regulatory agencies.
- Works to ensure that company policies and procedures are being followed, and that behavior in the organization meets the minimum company standards of conduct and disposition.
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the System and its related activities to prevent illegal or improper conduct.
- Develops and periodically reviews the standards of conduct to ensure continuing relevance in providing proper information to the company management and employees.
- Manages the transit agency's safety function such as compliance with federal, state, and local regulations, and overseeing safety requirements for transit projects.
- Functions as the Safety Officer for Valley Transit, serving as the agency's SMS subject matter expert.
- Conducts and documents Labor and Management Safety Committee meetings monthly.
- Responsible for compliance of the Public Transportation Agency Safety Plan (PTASP).
- Responsible for compliance with Entry Level Driver Training (ELDT) requirements and training.
- Functions as the Disadvantaged Business Enterprise Liaison Officer (DBELO) for Valley Transit.
- Assists with proper execution of procurement policy for Transit System: ensure purchases are following procurement policy and assists in procurement process.
- Provides input in collective bargaining with organized labor.
- Assists with reporting National Transit Database report for the FTA.

- Participates in the oversight of Contractors (currently Running, Inc., and Lamers Bus Lines), conducting quarterly visits, ensuring compliance of procedures pertaining to FTA regulations.
- Directly involved with Valley Transit Safety Plans and any subsequent plan in its entirety.
- Participates in Triennial Review Preparation.
- Provide ad hoc administration duties and support other departments when required.
- Participates in updating and maintaining employee policies and procedures.
- Compiles monthly reporting of statistics for the Transit System.
- Works closely with the City of Appleton Risk Manager and Transit Mutual Insurance Corporation of Wisconsin for policy, training initiatives and monitoring.
- Actively participates in the City of Appleton Central Safety Committee.
- Oversees Workers Comp reporting and documentation, monitors First Aid and Safety equipment, sends departmental Safety logs to Human Resources monthly. Also acts as a department liaison for annual hearing tests.
- Conducts monthly facility inspections and send documentation of such to Human Resources
- Valley Transit representative on the Local Emergency Planning Commission.
- Participates in Safety Tabletop Exercises locally, regionally, statewide.
- City of Appleton Health & Wellness Liaison.
- Assists with Business Continuity Plan.
- Participates in updates and maintenance of the Business Continuity Plan
- Conducts disaster recovery plan testing and prepares a report of the test results
- Maintains and tests the pandemic plan and prepares a report of the test results
- Maintains and updates the Crisis Communication Plan
- Other duties as needed.

REQUIREMENTS OF WORK:

Requires a bachelor's degree plus five or more years of compliance related experience, preferably in the public transit industry.

- Proven working knowledge of FTA regulations and requirements pertaining to public transportation systems.
- Working knowledge of National Transit Database
- Good problem-solving, decision making and analytical abilities. Ability to work independently and perform problem solving and decision making under minimal supervision.
- Proven research and project management skills with demonstrated success in handling multiple high priority projects.
- Great attention to detail, able to prioritize and function accurately under the pressure of deadlines.
- Strong communication skills (verbal, written, and presentation) with the ability to interact professionally with employees, customers, vendors, and community at large.
- Interviewing and negotiation techniques.
- Sufficient education and increasingly responsible administrative and supervisory experience and performance that demonstrates the attainment of the knowledge, skills, and abilities necessary to perform the above duties.
- Development of the required skills, knowledge, and abilities is typically obtained through a combination of training and experience equivalent to a four-year degree from an accredited college or university in related field.
- Must have a of two years of verifiable experience driving the same class or higher class and endorsements and meets State of Wisconsin requirements for CDL Commercial Motor

Vehicle instructors. Must maintain a Wisconsin Commercial Driver License of at least Class B, with a P Endorsement, and No Air Brake Restriction. A federal medical card is required.