



## INTERNAL/EXTERNAL JOB POSTING

Working at Harbor Transit isn't just work. It's work that moves people, and we are proud of it! There is a sense of togetherness here that comes from knowing we are making a difference every day and doing good for our Tri-Cities. At Harbor Transit we are driven to help people from all stages of life. We empower our staff to serve our customers with professionalism, compassion, understanding, and a willingness to help; and, it shows!

Harbor Transit is currently searching for our next full-time, **Safety & Training Specialist** to develop, coordinate, and conduct a variety of driver training and safety programs.

### Essential Functions

- Coordinates, provides, and tracks all classroom and hands-on instruction
- Responds and reviews accidents and incidents that occur in route
- Ensures all necessary supplies are maintained on each vehicle and safe building operations
- Serves in a back-up capacity to the Operations Supervisor and Dispatch Supervisor
- Prepares written communication, including records, documents, and reports

### Qualifications

- Bachelor's Degree in Occupational Safety and Health, Engineering, Business, **OR** equivalent education and experience
- Transit Safety and Security Program (TSSP) Certification required **OR** the ability to achieve certification within three years of hire
- Minimum of two years of experience in public transportation, public safety, or occupational safety operations
- State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s), a satisfactory driving record with less than 4 points, and the ability to maintain one throughout employment is required
- Meet and maintain all Department of Transportation (DOT) physical examination requirements, including drug and alcohol screening

### Pay and Benefits

- Salary range of \$55,682 - \$65,853, with a Cost-of-Living Adjustment (COLA) increase in October
- Health, dental, disability, and life insurance coverage
- Generous retirement plan with a 12% employer contribution, including an additional health care savings plan with a 3% employer contribution
- Paid Time Off (PTO)
- Educational and life-long learning opportunities

### How to Apply

- Review full job description and responsibilities of the position at: [www.harbortransit.org](http://www.harbortransit.org)
- Apply with a resume on indeed or through email at: [HR@harbortransit.org](mailto:HR@harbortransit.org)
- Application Deadline: August 23, 2024, or until filled.

Harbor Transit is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.



## Job Description

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Position: **SAFETY & TRAINING SPECIALIST**  
Department: Operations  
Reports to: Operations Supervisor  
Status: Regular, Full-Time, Non-Exempt  
Pay Grade: 6  
Revision: 07/24

### **SUMMARY:**

Under the general supervision of the Operations Supervisor, develops, coordinates, and conducts a variety of driver training and safety programs. Ensures all drivers meet and comply with all Federal, State, and local health and safety regulations including maintaining a CDL license and drug and alcohol testing and training. Responsible for accident investigation, accident review, building safety, board activities, and safety retraining programs.

### **ESSENTIAL FUNCTIONS:**

- Develops, coordinates, and conducts a variety of effective and ongoing driver training and safety programs to new hires and existing staff to ensure Harbor Transit remains a safe and reliable transportation service. Maintains all related training records and documents.
- Coordinates and provides classroom and hands-on instruction according to FTA, MDOT, and Harbor Transit specifications including defensive driving, service area familiarization, passenger loading, unloading, and securement, manifest documentation, on-board equipment, accident and emergency procedures, dispatch communications, and other trainings related to public transportation.
- Ensures all necessary supplies and safety materials are maintained on each vehicle, including first aid supplies, fire extinguishers, securements, signage, and other instruments.
- Conducts inspections of drivers, sites, and road conditions. Ensures drivers meet uniform and equipment standards, have proper licensing and certifications, and can perform the duties required of the shift. Documents findings accordingly and confers with the Operations Supervisor as needed.
- Responds to accidents and incidents that occur in route. Collects required information, provides necessary direction, contacts emergency departments as needed, and refers complex or serious issues to the Operations Supervisor.
- Ensures proper medical review and treatment are conducted, coordinates the administration of post-accident drug and alcohol testing, tracks DOT medical certificates, and prepares and

maintains related paperwork. Coordinates with Human Resources on workers' compensation claims to minimize lost time and light duty claims.

- Reviews all vehicular, passenger, and employee accidents/incidents for determination of cause. Performs a root cause and preventability analysis, identifies potential trends to be addressed in future trainings, and ensures that retraining and safety points are assessed according to Harbor Transit policy.
- Monitors street operations for on-time performance and schedule and route adherence.
- Assists in the development of programs and procedures to comply with the requirements of the Safety Management Systems and Operations Manual.
- Responds to standard inquiries and provides information regarding department operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate staff.
- Engages in activities to ensure good building condition, appropriate levels of cleanliness, compliance and understanding of building codes related to fire, life safety, and compliance with policies and regulations. Identifies adverse health and safety conditions and directs appropriate remedies to management staff.
- Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State, and other agencies.
- May serve in a back-up capacity to the Operations Supervisor or Dispatch Supervisor, including the oversight of drivers and dispatchers. May serve as a Harbor Transit Driver, as operational needs demand.
- Prepares standard, complex, and confidential correspondence, records, documents, reports, and other related information. Proofreads critical documents as requested. Develops and maintains logs, databases, spreadsheets, and other reports.
- Performs other duties as assigned.

#### **EDUCATION, EXPERIENCE AND TRAINING:**

- A high school diploma or equivalent is required. A Bachelor's Degree in Occupational Safety and Health, Engineering, Business, or equivalent education and experience is preferred.
- Transit Safety and Security Program (TSSP) Certification required, or the ability to achieve certification within three years of hire.
- Minimum of two years of experience in public transportation, public safety, or occupational safety operations.
- State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s), a satisfactory driving record with less than 4 points, and the ability to maintain one throughout employment is required. Points greater than 4 will automatically disqualify the applicant from consideration.
- Able to follow the FTA Drug and Alcohol Program, as part of a safety sensitive position, and subject to the random drug and alcohol screening pool.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge in implementing and managing regulatory compliance including Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), and Federal Transit Administration (FTA).
- Knowledge of Harbor Transit fleet and specific differences and features of each type of vehicle used.
- Knowledge of event, accident, and incident investigations.
- Knowledge of training, safety, and licensing requirements related to public transportation.
- Knowledge of Harbor Transit organizational structure, policies, and operations.
- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Skill in preparing accurate and professional documents, records, reports, and correspondence.
- Ability to identify and correct conditions that affect employee and customer safety.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Harbor Transit officials, professional contacts, community leaders, the media, and the public.
- Ability to coordinate multiple tasks, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

## **PHYSICAL AND MENTAL DEMANDS:**

- Hearing, seeing, speaking.
- Reading, reasoning, problem solving.
- Communicating verbally and in writing to employees, supervisors, and passengers.
- Frequent interruptions.
- Contact with residents and visitors, in person and via phone.
- Operating a large vehicle safely, in various traffic and weather conditions and with sometimes unruly passengers.
- Constant awareness of their surroundings, to ensure the safety of passengers, pedestrians, cyclists, and other road users.
- Physical coordination and dexterity to use various controls, such as steering wheels, pedals, and switches.
- Lift, push, and pull heavy weight, kneel, bend and twist and use considerable upper body strength to secure passengers in wheelchairs.
- Moving wheelchairs and/or mobility units and utilizing associated tie down systems involves physical exertion and considerable strength.
- Meet and maintain all Department of Transportation (DOT) physical examination requirements, including drug and alcohol screening.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works in the field and an office setting with a controlled climate where they sit and work on a computer; communicate by telephone, email, or in person; moves around the office; and travels to other locations. Additionally, the employee works in or around a maintenance garage. The employee is exposed to moving mechanical parts, fumes or airborne particles and adverse weather conditions. The noise level in the work environment is usually moderate.

**WORK HOURS:**

Work hours for this position are typically 8:00 a.m. to 5:00 p.m. but may vary based on operational demands. Employee may be required to work evenings; weekends; and, holidays, outside of their normal schedule, to ensure safety and training responsibilities are met. Flexibility with work hours is required to meet the operational needs of Harbor Transit.

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Acknowledgment:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

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Employee Printed Name

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Date

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Employee Signature