

JOB DESCRIPTION

POSITION: Risk Management & Safety Officer

REQUIRED EDUCATION, EXPERIENCE, LICENSURE:

- A Bachelor's Degree is preferred, however a combination of experience, education, and activities in safety or risk management will be considered

JOB DUTIES:

- Answers directly to the Director of Operations.
- Responsible for the Risk Management Program, litigation control, safety standards, wrongful discharge suits, tort complaints, conduct accident investigations and confirming that all insurance coverage is intact and that vehicle codes are met.
- Manage the Authority's Workers Compensation Program.
- Assist in managing the KVRTA Drug and Alcohol Programs.
- Assist in managing CDL and DOT physical renewals.
- Develop, revise, and implement custom and standard training packages including presentations, role plays, handouts, manuals, and other resource materials
- Develops and implements safety and security strategies to ensure the employees and public will be afforded a safe and secure workplace while providing/using public transit services.
- Serves on the Authority/Local Union Safety Committee.
- Establishing how safety and security activities are organized, outlining employee responsibilities with respect to safety and security.
- Instituting threat and vulnerability identification, assessment, and resolution methodologies and setting goals and objectives.
- Assist with the Authority's Public Transportation Agency Safety Plan (PTASP), Disaster Response & Recovery Plan and Continuity of Operations Plan (COOP).
- Coordinate KVRTA safety & security measures with other local, state, and federal organizations.
- Based upon operational need, may be asked to:
 - Provide additional street supervision.
 - Perform other duties in the Operations Department as required.
- May represent the Authority on various committees for local, regional, and state organizations.

Please see the attached Addendum, which outlines additional duties (and associated physical demands) that may be performed by this employee.

SKILLS / ABILITIES:

- Exceptional written and oral communication skills are necessary.
- Interpersonal, organizational, and planning skills
- Computer literacy

EQUIPMENT USED:

- Computer / software
- Printer and accessories
- Phone system
- Vehicle

ENVIRONMENTAL CONDITIONS:

- This is primarily an office position.
- Environmental factors that may impact the employee include required travel to perform essential functions and the potential for overnight travel.

HOURS:

- 8:00AM – 4:30PM, Monday – Friday
- One-hour lunch break

PHYSICAL DEMANDS:

(In an eight-hour workday, employee is required to:)

ACTIVITY	HOURS AT ONE TIME	HOURS/SHIFT
STANDING	<30 minutes	<30 minutes – 2 ½ hours/shift
SITTING	Up to 1 hour	2 ½ - 5 ½ hours/shift
WALKING	<30 minutes	<30 minutes – 2 ½ hours/shift
DRIVING	Varies	Varies

COMMENTS:

- Sitting, standing, and walking occur intermittently throughout the workday.
- Standing and walking may occur on a tile floor, cement, or asphalt.
- Sitting occurs in an office chair or in a vehicle.

During work the employee must lift/carry:

	WEIGHT	OCCASIONALLY 1 TO 2.5 HRS	FREQUENTLY 2.5 TO 5.5 HRS	CONTINUOUSLY 5.5 TO 8 HRS
LIFT	Up to 50 pounds	X	N/A	N/A
CARRY	Up to 50 pounds	X	N/A	N/A

COMMENTS: Items to be lifted / carried could include office supplies, brochures, schedules, and schedule racks; assistance with lifting heavy or awkward items is available

The following actions are required while working on the job:

ACTIVITY	NOT AT ALL	OCCASIONALLY 1 TO 2.5 HOURS	FREQUENTLY 2.5 TO 5.5 HRS	CONTINUOUSLY 5.5 TO 8 HOURS
CLIMB		X		
BEND		X		
REACH AT OR BELOW SHOULDER LEVEL			X	
KNEEL	X			
STOOP/SQUAT		X		
CRAWL	X			
PUSH/PULL		X		
REACH ABOVE SHOULDER LEVEL		X		
OPERATE FOOT CONTROLS			X	

COMMENTS:

- Bending and stooping/squatting may occur when filing or loading computer paper
- Push/pull will occur when opening/closing doors or drawers
- The employee will be required to climb a ladder to check the installation of graphics pertaining to the Adopt a Bus program

EMPLOYEE DECLARATION: I have read the above positions specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

 Employee Signature

 Date

KVRTA is an Equal Opportunity Employer