



Manager of Safety & Environmental Engineering

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
040	Exempt	1 – First/Mid Level Officials	Unrepresented	11	11-1-11	11-040	1 of 2

DEFINITION: Under general supervision, manages the staff and activities of the District’s Safety and Environmental Compliance unit; including assigned engineering projects and programs.

REPORTS TO: The General Counsel, or designee

REPRESENTATIVE FUNCTIONS may include, but are not limited to :

- Designs, initiates, and monitors the District’s safety and environmental policies, procedures, and program manuals. Initiates and/or supervises accident prevention strategies, investigations, and mitigation plans.
- Evaluates incidents of safety and environmental non-compliance related to District equipment and facilities; and develops corrective action plans to mitigate causes, and to avoid fines and assessments.
- Coordinates the District’s compliance efforts with applicable environmental laws and standards, including Occupational Safety and Health Administration (OSHA), and the Environmental Protection Agency (EPA).
- Performs specialized professional engineering work related to a wide variety of District safety and environmental programs, as well as other assigned engineering projects.
- Supervises assigned staff of the Safety unit; assigns work, and establishes and monitors performance standards, goals, and objectives. Oversees the work activities of assigned contractors and consultants.
- Serves as District liaison, and coordinates and consults with governmental agencies and officials of all jurisdictions within the AC Transit District to ensure safety and environmental compliance.
- Conducts or supervises regular safety and environmental inspections, surveys, and hazard analyses. Designs, facilitates, and leads safety and accident prevention training programs and seminars for employees.
- Provides support to the General Counsel, and manages technical activities in civil and Resource Conservation and Recovery Act enforcement actions.
- Manages site remediation projects; develops scopes of work, and selects consultant engineers and other professionals involved in the remediation of soil and groundwater contamination.
- Reviews energy and water usage in District facilities to develop process modifications to reduce usage. Conducts energy usage benchmarking, and energy efficiency audits.
- Provides consultation for the evaluation of accident and loss claims, including industrial injuries; and identifies and initiates related safety and loss control training needs.
- Reviews major construction contracts, and evaluates contractor compliance with safety and environmental requirements by regularly observing and monitoring contractor practices, manuals, and related documentation.
- Prepares engineering drawings, plans, and specifications for facilities, and equipment, including modifications required for compliance with environmental laws and regulations.
- Acts as the Designated Operator for the District’s underground storage tanks to maintain compliance, and as the District’s Professional Engineer for federal Spill Prevention Control and Storm Water Pollution Prevention.
- Manages the District’s greenhouse gas emissions inventory reporting and verification activities.
- Manages the preparation and timely submission of reports, including the annual Environmental Sustainability Report, and Climate Action Plan. Reports on other District wide environmental initiatives and programs.



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- Makes presentations and status reports to the Board of Directors and a wide range of District staff.
- Develops and monitors the budget of the Safety and Environmental unit. Maintains a wide variety of records and reports.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of risk management, occupational health, safety, accident prevention, and civil, chemical and/or mechanical engineering; current environmental engineering methods and techniques; engineering characteristics of design and environmental problems frequently encountered on construction projects; field project inspection and testing methods; Cal-OSHA rules and regulations; state environmental laws and regulations; storm water and industrial wastewater compliance, aboveground storage tanks, emergency response planning and preparation, fire prevention and protection, worker right-to-know and hazard communication, environmental permitting and planning, facilities energy auditing and benchmarking protocols; principles and methods of work scoping, budgeting, and scheduling of engineering work; principles of staff development, motivation, supervision, and training; and current software programs for word processing, spreadsheets, presentation, project management, and statistical analysis at the intermediate level of proficiency.

Ability To: Design, implement, monitor, and promote a comprehensive state-of-the-art safety program; quickly learn, understand, interpret, and ensure compliance with all applicable state, Federal, and local laws, regulations and programs; quickly learn and apply the characteristics of transportation facilities that cause impact on the environment; analyze technical problems related to environmental issues and make sound independent judgments within established guidelines; originate, prepare, and check engineering designs, details, estimates, and plans; conduct field tests, investigations and inspections; evaluate the District's safety and environmental compliance needs and make recommendations; supervise, motivate, monitor, and evaluate the work of assigned staff as well as contractors, and engineering consultants; keeps abreast of Federal, state, and local regulations and programs, and continually adhere to all reporting requirements required by regulatory agencies; meet, confer, and negotiate with officials of regulatory agencies in a positive and constructive manner; maintain a wide variety of technical records and prepare clear and concise reports in a timely manner and under deadline pressure; and establish and maintain positive working relationships with those encountered in the course of work using principles of excellent customer service.

Education: A Bachelor's degree in civil, chemical or mechanical engineering, preferably with an emphasis on environmental engineering. A Master of Science degree in engineering is desirable.

Certification: (1) Current licensure as a Professional Engineer in the State of California in Civil, Chemical or Mechanical Engineering. (2) Current International Code Council Designated Underground Storage Tank Operator Certification.

Experience: Equivalent to five (5) years of increasingly responsible professional safety management and/or environmental engineering experience which has included waste or waste water problems and controls, engineering design, estimating, specification and contract document preparation, and inspection of environmental construction or modification to equipment and facilities.

Special Requirements: (1) Must possess and maintain a valid California Class C Driver's License and meet the District's safe driving standards. (2) Twenty-four hour on-call service to respond to catastrophic or natural disasters as well as routine traveling to field inspections in various geographic locations requiring climbing on and into equipment or service pits on a regular basis.

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Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to conduct field inspections and studies at District facilities. Inspections are often conducted outdoors in areas that may contain hazardous wastes such as fuels, oils, and grease.

This **Class Specification** is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.