

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)  
POSITION DESCRIPTION**

**Position Title: Safety and Security Manager**

**Category: Non-Safety Sensitive**

**Department: Human Resources**

**Reports to: Chief of Staff**

**Revision Date: 10/18/2024**

**FLSA Status: Exempt**

**Pay: Salary/E5**

**JOB RESPONSIBILITIES** (Performs other related duties as assigned.)

Provides a variety of clerical and administrative work in support of the Human Resource Department to achieve effective implementation of organizational policy and mission. Daily management of PARTA's Safety and Security plans and activities. Promotes a positive image of PARTA to work closely with area agencies such as local human service agencies, local police departments, insurance companies and other similar organizations. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

**ESSENTIAL FUNCTIONS OF THE POSITION**

Works with the Chief of Staff and Chief Operations Officer to assess threats and vulnerabilities. Updates safety and security plan, as directed. Develops processes to protect PARTA, its employees and customers. Works with other departments to ensure security awareness materials and announcements are up to date and are changing to retain public interest. Maintains confidence of customers, staff, and others by keeping sensitive information confidential as appropriate.

Complete risk management training with employees. Assist with planning and management of security/emergency awareness activities (tabletop exercises, drills and assessments). Participate in monthly meetings, quarterly driver's meetings, training sessions, and other meetings as required; participate in Safety Committee meetings – chair Safety committee meetings.

Maintain knowledge of PARTA collision/incident procedures; assist in collision investigation – obtain police report when applicable; report collisions/incidents to Safety Committee; maintain and oversee collision/incident files. Assist in annual training of collision procedures.

Gathers, interprets and prepares data for studies, reports and recommendations. Updates the Ohio Transit Risk Pool (OTRP) database for collisions and incidents as necessary through iReporting. Works with Operations to complete video investigations and recordings, as needed.

Conducts physical security and safety inspections on a regular basis. Works with the Bureau of Worker's Compensation (BWC) to promote safety in the workplace and to manage claims and costs.

Ensure compliance with company policies, Federal and State Laws. Acts as a liaison with other local agencies and regional security partners, participating in information sharing and networking. Assists in gathering background and reference check information on candidates, as requested.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned. Participates in training and retraining classes and programs as needed. May ensure operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

### **QUALIFICATIONS**

High school diploma or equivalent, five (5) to seven (7) years of progressively responsible experience with a public organization with security and/or safety experience; or an equivalent combination of education and/or experience that demonstrates possession of the following knowledge, skills, and abilities:

Knowledge of: principles and practices of public safety, public administration; office practices and procedures; and contemporary records management techniques, including legal requirements for recording, retention and disclosure.

Skill in: operation of listed tools and equipment.

Ability to: manage activities and control emergency situations; communicate effectively verbally and in writing; demonstrate knowledge and proficiency in the use of the English language; establish effective working relationships with coworkers, and the public; understand and carry out written and oral instructions; read and interpret information; exercise tact and discretion when dealing with confidential matters and the public; utilize personal computer and related hardware and software applications, including word processing, spreadsheet, desk top publishing, and data management programs; maintain a subject matter filing system; perform multiple tasks simultaneously; learn standard operating procedures as well as new procedures as they are developed; promote positive image of *PARTA* by providing customer-oriented service.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

- A) Valid State of Ohio Driver's License with no more than four points required at time of hire.
- B) Successful completion of previous employment verification and criminal background investigation.
- C) Successful completion of post-offer non-Department of Transportation drug screen prior to hire is required.

## **TOOLS AND EQUIPMENT USED**

Operates tools and equipment including but not limited to: personal computer and related hardware and software, including word processing, spreadsheet, transit operations and communication software; and data management software; PDA, scanner and other related office technology; 10-key calculator; telephone; copy machine; fax machine; audio/visual equipment and related components.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with the U.S. Department of Labor and Physical Demands Strength Rating, this is considered Sedentary Work – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

## **WORK ENVIRONMENT**

The working environment involves exposure to conditions generally found in an office setting. The employee may move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment.

## **ADDITIONAL INFORMATION**

The employee may be required to wear employer-issued uniforms. The employee may be required to work evening and/or weekend hours in addition to a regular 40-hour work week. The employee will be on-call for emergency events and security monitoring calls.

The employee will be required to comply with the employer's Drug Free Workplace Policy.

Selection will be based upon ability to meet job qualifications specified in the job description. This will be determined from information received through the job application, resume, interview, and references, and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*PARTA* has established the goal of 100 percent drug and alcohol-free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment.

“*PARTA* does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”