

## JOB DESCRIPTION

**Job Title:** Public Safety Manager

**FLSA Status:** Exempt

**Salary Grade:** 9

### PURPOSE OF POSITION

The Public Safety Manager will plan, implement and evaluate the public safety program to ensure understanding, awareness and participation of the community on rail safety information and issues.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level role.
- This position has no formal supervisory responsibilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Develop and implement multimedia campaigns to create awareness of rail safety throughout the five (5) county member agency service area.
- Develop, coordinate and manage resources for employee and contractor safety programs.
- Seek and applies for grants to secure funding for public safety outreach projects.
- Responds to railroad incidents and emergencies, such as grade-crossing collisions, trespasser fatalities, derailments and other incidents that occur at SCRRRA facilities or along the right-of-way.
- Manage SCRRRA's California Rail Safety Awareness Month Activities in Southern California. Inspects work areas, work procedures and equipment for unsafe or unhealthy work conditions.
- Acts as a liaison between SCRRRA and government officials, community groups, school districts and businesses for public safety awareness.
- Supervise the work of assigned staff. Delegates and reviews assignments and conducts performance evaluations.
- Provide education and presentation guidelines and materials for various audiences to ensure clear communication of the safety message to people of various ages using a wide variety of media.
- Develops budget, manages resources, and coordinates personnel to ensure communication of safe practices to the communities surrounding SCRRRA tracks.
- Participate in a variety of department meetings to illicit support for rail safety education efforts.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.



## MINIMUM QUALIFICATIONS

### Education and Experience

- Bachelor's degree in Business, English, Educations, Communications or a related field.
- A minimum of three (3) years of railroad experience with an understanding of the SCRRA service area and history of safety issues.
- A minimum of two (2) years of work experience in developing and writing materials for public safety awareness campaigns.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- A valid Class "C" California driver's license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years

### Preferred Qualifications

None

### Knowledge, Skills, and Abilities

#### Knowledge of:

- System Safety Program Plan, SOP's, Incident Response Plan, Efficiency Testing Program, Passenger Train Emergency Preparedness, and root cause analysis process. Principles and practices of instructional design and delivery for a variety of audiences such as early childhood, childhood, young adult, adult, and senior citizens
- Structure, function and protocol or local school districts, public agencies, and community groups
- SCRRA operations, rules and policies
- Incident Command System
- Principles and practices of employee supervision

#### Skilled in:

- Microsoft Office
- Verbal and written communication
- Organization, time management, and planning

#### Ability to:

- Represent SCRRA to school district officials, school principals, teachers, students, parents, community groups, and the general public.
- Develop, manage, coordinate, promote, present, administer, and evaluate a wide range of education projects intended for a wide range of participants.
- Interact professionally and work cooperatively with staff, public, consultants, and employees at all levels of the SCRRA.
- Analyze incident data to formulate and implement a campaign to mitigate and change people's behavior around railroad tracks and crossings
- Develop budget, manage resources, and partner with other safety stakeholders to stretch available funds and in an effort to communicate the safety messages to wider audiences.
- Seek and apply for grants to secure funding for public safety outreach projects.



## PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

### Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Last Updated: January 2026

