



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**SAFETY SPECIALIST  
(TRANSIT)**

DATE ADOPTED: 3/22/2022

LAST REVISION: 01/04/2024

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical position responsible for assisting in the planning, organizing, and enforcing of safety procedures. The incumbent will be assisting in the development of training programs for bus drivers and staff and will be conducting regular training sessions to support the County's safety program. In addition, this position performs inspections of equipment and operational activities for safety purposes. Besides conducting regular inspections, this employee must respond to accidents by performing accident/incident investigations and review. This position differs from Safety Specialist due to the level of complexity and the knowledge of transit. Work is performed under the general supervision of the Assistant Director of Public Transit. Supervision over the work of others is not a primary function of the position but may be required in the absence of the Transit Operations Supervisor II. Travel in the course of a workday to training and incident sites is required. This is a safety-sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Oversees Transit Operations in the absence of the Transit Operations Supervisor II;
2. Inspects the Public Transit garage and equipment noting safety violations and hazards; and uses when operators make complaints about mirrors, seatbelts, visors, etc. to ensure no safety issues are present;
3. Inspects roadways for proper width of ingress and egress for buses, checking overpasses for proper clearance of a bus on a proposed new route, or inspecting a cul-de-sac to ensure the transit vehicle has enough space to complete a turn;
4. Inspects the installation of convex mirrors in the pre-trip area for a full field of visions to conduct a complete pre-trip inspection;
5. Responds to accidents and performs accident/incident investigation and review;
6. Develops and administers training programs for bus driver's and staff;
7. Oversees post-accident driver re-training program;
8. Responds to radio, telephone, and oversees customer communications and addresses customer complaints;
9. Coordinates with Transit Garage Superintendent for daily availability of vehicles and ensures drivers' areas are in proper order;
10. Updates daily shift reports and prepares employee schedule and route schedules;
11. Checks pre and post trips for accuracy and completeness;
12. Maintains transit related files including 19A qualification and files;
13. Develops, maintains, and attends/chairs meetings for System Safety Plan (SSP) and System Safety Training (SST);
14. Assists in policy and procedure administration and updating when required;
15. Assists in the determination of training programs to be offered, either in response to new mandates or based on a review of statistical and accident reports to determine areas of need;
16. Checks transit related forms for completeness and accuracy;
17. Covers bus runs as applicable;



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18 May participate in the administration of the County’s Drug and Alcohol program pursuant to federal and state regulations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Federal, State, and other applicable safety laws, rules, and regulations necessary to conduct inspections and investigations of equipment and operational activities recognize violations or potentially unsafe conditions and recommend appropriate corrective action; knowledge of laws, rules and regulations necessary to teach a variety of classes and workshops; knowledge of training procedures in order to develop curriculums for a variety of safety topics which accurately and effectively cover the material which needs to be presented; knowledge of regulations and procedures related to SSP and SST; Ability to conduct training sessions in an informative and interesting manner while maintaining control of the session; ability to acquire substantial subject matter knowledge of specialized rules and regulations in order to function as technical expert to teach others and to interpret regulations; ability to gather, compile and evaluate information and records related to transit safety; ability to read and understand rules and regulations and interpret them in response to questions from employees; personal characteristics necessary to perform the duties of the position, physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) An Associate’s degree and 19A certification;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma AND Two (2) years of paid work experience involving developing, administering, monitoring transit and 19A certification.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENTS:**

1. A valid New York State Commercial Driver's License (CDL) Class B with an airbrake endorsement required at time of application and to maintain position. **A copy of the current valid license is required at time of application in order to be able to be considered for appointment and**
2. Candidate must obtain passenger endorsement within 6 months of date of hire;
3. Employee may be required to complete and maintain certification requirements in various areas of transit as defined by the employer.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT/GRADE: CSEA-7/ 14</b>		<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>	
<b>EEO Category: Technicians</b>	<b>FLSA Code: OT Eligible</b>	<b>WC Code: 8394</b>	<b>NYSLRS Job Code: 03600E</b>
<b>REVISION HISTORY: 03/22/22 8/29/22 01/04/24</b>			