



Railroad Industry Opportunity: Manager – Safety & Rules

The District intends to hire a second Manager – Safety & Rules to assist in the proactive performance and management of the Safety & Rules Department’s duties and responsibilities. Working with the District’s internal and external customers and reporting to the Director, Safety & Rules, this person will be responsible for training, evaluations, and other tasks involving federal and state laws and regulations applicable to railroad operations, the General Code of Operating Rules, APTA guidelines, FRA/FTA directives, and other rule and regulatory guidance. The end-products from this person’s performance will support and improve the District’s operating and safety metrics as well as the District’s “Safety First” work environment and culture.

Description: The Manager – Safety & Rules duties include the following:

- Review accident/incident reports for completeness and accuracy, follows up to ensure complete records exist on reported incidents.
- Helps analyze safety data for trends that identify hazards, implement mitigation for hazard risk reduction, and follow-up to evaluate effectiveness of corrective actions.
- Incident investigator. Questions witnesses, inspects accident scenes, and photographs property or other damage. Prepares detailed reports concerning incident cause and recommendations for future prevention.
- Liaison with District police officers; refers to police department any criminal activity that may not have been directly reported in other communication channels.
- Coordination with other personnel responsible for security matters.
- Field compliance officer (49 CFR 217 Testing Officer).

- Supports the District's safety culture by evaluating work practices in the field. Documents compliances and failures in the District's Operational Testing Program.
- Solicits feedback from all employees on how to improve safety culture.
- Assists with periodic auditing of the EETS database. Identifies trends and deficiencies so as to recommend focused testing and coaching.
- Performs work site visit compliance checks of District employees and contractors.
- Rules and regulations instructor for new and refresher programs.
- Participates in departmental safety meetings as needed.
- Assists with 49 CFR 239 Emergency Responder outreach training.
- Assists with 49 CFR 239 required mass casualty drills, writing scenarios, inter-agency planning, scenario administration, and post-exercise actions.
- Life Safety duties include: identifying and resolving building code violations, review/revise fire extinguisher and first aid kit placement, aid in administering fire and tornado drills.
- Performs other duties as directed by the Director, Safety and Rules.

Position Requirements: The following skills are necessary for success in this assignment:

- An Associate's Degree or better with a major in safety, industrial health, or comparable transportation or leadership specialty. Two (2) or more years of experience in railroad, rail mass transit, or other safety related work where a primary duties involves incident investigation, teaching, training, or employee evaluation may be accepted in lieu of or as supplemental to educational qualifications.
- One (1) or more years of teaching or training experience is preferred but not required.
- Locational familiarity with District right of way, structures, and other assets, GCOR, federal railroad regulations, railroad industry best practices, and similar railroad knowledge is highly preferred but not a requirement. Engineering or transportation experience preferred but not required.
- Ability to work and communicate effectively in highly stressful conditions.
- Demonstrated superior interpersonal skills; ability to work with fellow employees and vendors.
- Valid driver's license with a safe and insurable driving record.
- Willingness to work varied shift hours, varied days off, holidays, and extended hours as may be needed to respond to operational circumstances.
- Proficient in Microsoft Office Suite. Submission of samples of work in Microsoft Office and/or Excel is encouraged.
- Superior record concerning safety attitude, attendance, and work performance.
- Solid business communication skills.

- Ability to multi-task among competing short term priorities while maintaining a pleasant disposition.
- No adverse personnel actions on personnel record within the past two (2) years.

Additional Requirements:

- (1) Must pass all required assessments.
- (2) Must pass a background screening.
- (3) May require a post-offer medical examination, including drug and physical capabilities test.
- (4) Must possess a valid driver's license and be eligible for insurance coverage under NICTD's fleet policies.

Schedule: The anticipated normal hours of service are during the daytime on Monday through Friday. Night, weekend, and non-traditional shift work may be necessary based on the needs of the District. The successful applicant will be expected to be available for calls during the night, evening, and weekend from other managers and supervisors. More information on the specifics regarding availability can be obtained during the interview process. Travel may be required within the United States to meet with professional associations and continuing education requirements. Must be available to respond to unscheduled or unanticipated operational emergencies or service disruptions without delay on a 24 hour, 7 day per week basis, including weekends and holidays.

Salary and Benefits: Salary is projected within the range of \$45,000 to \$65,000 based on education, skills, and work history. The benefit package includes full health benefits for the employee and family, vacation, compensatory time, supplemental pension, and other fringe benefits received by NICTD management. Details are available during the interview process. The position is eligible for relocation benefits.

Code of Conduct Statement: NICTD is committed to maintaining the highest standard of conduct for providing a safe source of public transportation. NICTD job positions are challenging and rewarding. Competitive pay and benefits are provided in a high performance culture that recognizes and values your contributions and helps you reach your career goals.

How to Apply: Deliver, mail, fax, or e-mail a resume outlining training, experience and work history not later than 5 p.m., October 2, 2017, to NICTD's Director of Human Resources & Labor Relations at the address below. Resumes will not be accepted after this deadline. NICTD does not accept responsibility for misdirected, lost, or misaddressed resumes. Apply early for best consideration; NICTD reserves the option to close this opportunity at any point in time. Persons who desire confirmation that a resume has been received may contact Ms. Cindy McCann at (219) 874-4221, ext 252. Candidates will be advised after their resume is reviewed by the Hiring Committee whether they are selected for an interview. Contact information for delivering resumes:

Mail or hand delivery:

Director - Human Resources & Labor Relations
Northern Indiana Commuter Transportation District
Attn: Manager – Safety & Rules Opportunity
601 N. Roeske Avenue
Michigan City, IN 46360-2669

Fax: (219) 872-5841

E-Mail: bjarne.henderson@nictd.com

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