



## Job Title: Risk and Safety Manager

**FLSA STATUS:** Exempt

**SUPERVISION RECEIVED FROM:** Darrell Brown, Chief Administrative Officer (CAO)

**DEPARTMENT:** Administration

**WORK SCHEDULE:** Varies, Typically M-F with frequent night and weekend work

**SUPERVISION EXERCISED OVER:** Safety and Training Department Employees

**MINIMUM QUALIFICATIONS:** Bachelor's degree or equivalent in Business, Public Administration or related field preferred. 5+ years of experience in a Risk Management leadership role. This includes a focus on safety, quality, risk management, insurance, claims and compliance. Strong knowledge of Federal and State statutes regarding safety as well as knowledge of workers compensation, insurance, risk transfer and prevention is necessary. Candidate should be well versed in FTA, DOT, and OSHA safety regulations and claims handling procedures.

**PREFERRED QUALIFICATIONS:** N/A

**SUMMARY:** The Risk and Safety Manager is responsible for ensuring that CATS, its assets, passengers, and all day to day activities are safe and secure. The incumbent will be required to perform complex administrative and professional work involving planning, directing, evaluating, and maintaining ultimate accountability for the agency's safety, insurance, claims, operations and other risk management functions.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of the methods of claims practices, safety program implementation, claims adjudication, conflict resolution techniques, transit operations and CATS operating areas, labor contracts, transportation practices, litigation support and public safety protocols. Knowledge of the basic laws, ordinances and regulations within the transit system, including ADA. Excellent communication and time management skills. Ability to analyze complex administrative problems, interpret complex data, and make sound recommendations for solutions and prepare working procedures. Skill in monitoring and evaluating subordinate and/or other staff, analyzing, developing and implementing safety programs, developing operational protocols, quantifying and making recommendations based on safety and operations statistical data training strategies, developing and administering departmental budgets. Must maintain a high level of confidentiality. Experience managing in a union environment helpful. Possession of a valid CDL and/or related insurance license is helpful.

**ESSENTIAL DUTIES:**

Have good appreciation of Louisiana law governing torts, personal injury and workers compensation. Train and supervise staff to include prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and making hiring, termination and disciplinary decisions and recommendations. Provide leadership and direction to CATS and departmental staff; and coordinate CATS and departmental activities with outside agencies and vendors. Develop policies, guidelines, procedures and controls to ensure efficient and effective department activities, and efficient and effective operation and implementation of assigned programs and projects. Act as point of contact for Office of Homeland Security and Emergency Preparedness, OWC, NTSB, and other applicable regulatory agencies. Participate in applicable CATS labor relations activities, which may include safety hearings, litigation preparation contract negotiation, administration of collective bargaining agreement, grievance investigations, arbitration and a variety of other proceedings. Meet with internal and external claimants and stakeholders to address and resolve questions and issues. Review system performance and recommend improvements, deletions and other plans of implementation.

**LOCATION:**

5700 FLORIDA BLVD.

**JOB POSTING DATE:**

10.13.2017

**Job Ending Date**

10.20.2017

**HOW TO APPLY:**

Submit an internal application to the front desk.

HR Fax: 225.346.3249

HR Email: [careers@brcats.com](mailto:careers@brcats.com)

**CAPITAL AREA TRANSIT SYSTEM**

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