



JOB POSTING

Job Title	Director of Environmental, Safety and Facilities
Reports To	General Manager
Post Opening	Friday, March 1, 2024
Closing Date	Until position is filled

Job Purpose

The Director of Environmental, Safety and Facilities reports to the General Manager. The Director provides leadership, strategic planning, and implementation of proactive programs to ensure the organization is compliant with all federal, state, and local regulations involving environmental, facility, and safety issues. The Director is a resource for regulatory and technical support, communication, education, outreach, and training program development that inform and protect the facility and staff.

Duties and Responsibilities

- SME in DOT compliance; OSHA and Safety Practices & Regulations
- Works with Director of Human Resources ensuring all safety manuals, programs, policies and practices are current and meet the needs of the agency.
- Confirms all new hires meet minimum general qualifications for each division including MVR and background checks as part of the Human Resources qualifying process.
- Experienced leader.
- Personable, influential skills at all levels of the organization, including union, open shop & non-union work environments.
- Ability to assure strict compliance with regulatory requirements, while building employee team relationships and engagement.
- Ability to leverage use of Microsoft tools (Office365, Excel, PowerPoint, Visio, Word) to deliver and communicate Environmental and Safety metrics & progress.
- Ability to communicate verbally and in writing at all levels inside and outside the Organization.
- Ability to communicate and influentially to staff and senior management on Safety compliance.
- Demonstrated ability to handle multiple projects, prioritize work and meet deadlines.
- Strong focus on skill and knowledge development for department and global operations to improve safety knowledge, engagement.

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- Demonstrated knowledge of Federal and State regulations related to Process Safety Management.
- Ability to work extended hours beyond normal work schedule to include, but not limited to evenings, weekends, extended shifts, and/or extra shifts; sometimes on short notice.
- Ability to work under specific time constraints.
- Experience in Risk management / Fall protection.
- Ensures that Safety technology tools are used and those results are examined, trend data is analyzed and plans are developed to reduce and then prevent future safety incidents
- Oversees agency's Safety Incentives and programs managed by department
- Create Safety Culture throughout the agency with emphasis on the team approach to achieve common goals
- Oversees, while working with leadership, on successful completion of safety and environmental related audits including those conducted by corporate and client staff and by State and Federal regulatory agencies
- Leads the division and works collaboratively with Director of Transportation and Union President, in the preparation of safety organization regarding classroom and behind the wheel instruction according to corporate and client specifications in all aspects of vehicle operation in the course of transportation, including defensive driving, road rage, loading, unloading, securement, proper manifest documentation, use of on-board equipment, accident and emergency procedures
- Collaborate with Director of Human Resources to review reporting of employee accidents/incidents for determination of cause and preventability
- Provide safety recommendations to Leadership on a regular basis
- Create safety awareness and recognition program for employees
- Collaborate with Leadership for scheduled safety training
- Maintain communication with vendors by calling/writing to report problems and/or schedule service appointments
- Initiate with Deputy GM and designate leadership oversight of contractual work pertaining to GPTC's Operations' Facility
- Notify leadership/Deputy GM concerning the need for major repairs or additions to building operating systems
- Ensure facility is compliant with the Americans with Disabilities Act (ADA)
- Monitor premises to ensure occupant or visitor safety
- Develop/recommend renovation projects to leadership team
- Relay information, condition of equipment, and concerns to Director of Maintenance
- Ensure all monthly and annual inspections are performed on all facility equipment

Minimum Qualifications

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Working Conditions

Office and warehouse environment

Physical Requirements

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

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Human Resources