

Job Title:	Director of Training & Employee Safety	Job Posting Number:	19-26
Position Type:	Full-time	Department/Group:	Training and Employee Safety
Location:	To be determined	Job Category:	Director
Level/Salary Range:	\$96,010 - \$105,611	FLSA Status	Exempt
Starting Salary:	To be determined	Reports to:	Senior Director of Training & Employee Safety
Date posted:	July 3, 2019	External & Internal Posting:	Yes
Posting Closing:	July 19, 2019	Internal Promotional Posting Only:	No
HOW TO APPLY: PRIOR TO THE POSTING CLOSING YOU MUST APPLY IN THE FOLLOWING MANNER:		WHO MAY APPLY:	
<input checked="" type="checkbox"/> SUBMIT RESUME TO: DIRECTOR OF HUMAN RESOURCES 110 WOOD & GROVE STREETS, 4TH-FLOOR MORRISVILLE, PA 19067 <input checked="" type="checkbox"/> OBTAIN APPLICATION FORM AT WWW.DRJTBBC.ORG. COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING <input type="checkbox"/> COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR (INTERNAL APPLICANTS)		A person over the age of 18 authorized to work in the United States.	
JOB DESCRIPTION			
SUMMARY: Directs, develops, and oversees all safety and training policies and procedures of the commission. Ensures the workplace is in compliance with OSHA and other state, local, or commission specific regulations and that periodic safety audits are conducted. Provides programs that ensure a safe workplace including safety orientations, skill training, emergency preparedness, proper job instruction, hazardous material disposal procedures, and the use of protective equipment. Develops a systemic process to collect data and analyze the causes of accidents and generate required reporting. Implements initiatives to reduce and prevent accidents, occupational illnesses, and exposure to long-term health hazards		MINIMUM EXPERIENCE AND ABILITIES: Bachelor's degree from an accredited four-year college or university, 2 years of supervisory experience, and 2 years' experience in training and employee safety; or equivalent combination of education and experience.	

ROLE AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinates and administers daily public safety activities
- Serves as liaison with the New Jersey State Police and Pennsylvania State Police.
- Establishes and maintains cooperative working relationships with law enforcement agencies.
- Consults with state and local law enforcement agencies to provide or obtain information
- Prepares studies and analyses of accident causes and hazards to health for use by Commission personnel and outside agencies.
- Oversees safety committee
- Inspects Commission facilities to detect existing or potential accident and health hazards, determines corrective or preventative measures where indicated, and follows up to ensure measures have been implemented.
- Provides information, signs, posters, barriers, and other materials to warn of potential and actual safety hazards and to prevent access to hazardous conditions.
- Leads the investigation of accidents and injuries and cooperates in the preparation of material and evidence for Commission use in hearings, lawsuits, and insurance investigations.
- Compiles and submits accident reports required by regulatory agencies.
- Prepares and arranges safety exhibits and material for display, promotional work, industry conferences, and exhibitions.
- Represents the organization in community or industry safety groups and programs. Maintains safety files and records.
- Recommends rules and regulations for department as delegated by regulating code. Prepares monthly reports, budget proposals, and maintains records.
- Makes inspection visits to districts.
- Addresses various groups to inform public of goals and operations of department

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibility over all employees in the Training and Employee Safety Division.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university, 2 years of supervisory experience, and 2 years' experience in training and employee safety; or equivalent combination of education and experience.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed are representative of the knowledge, skills and/or abilities required.

Vocational Skills:

General knowledge of Intelligent Transportation System (ITS), Commission functions and supporting information systems, including databases and surveillance, data collection and electronic payment infrastructures.

Working knowledge of related technological developments and ability to integrate new and leading edge technology to manage and improve program effectiveness.

Working knowledge of where to go within the organization for needed information and ability to judge what information should be passed on to different levels of management.

Ability to prepare, justify, and administer project/program budgets.

Skill in project and program management.

Working knowledge of the Microsoft Office Suite, including, Word, Excel, Power Point, and Access.

Working knowledge of Outlook.

Working proficiency in general business software applications.

Reading Skills: Skill in reading documents written in standard English text (e.g. administrative manuals) as well as skill in reading technical documents, especially relating to toll systems, maintenance equipment, etc.

Writing Skills: Strong skill in writing grammatically correct routine business correspondence, analytical reports and technical reports, relating to toll and maintenance operations.

Communication Skills:

Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, and to explain policies and procedures, etc.

Ability to make oral group presentations to provide information or explain policies and procedures.

Ability to exhibit compelling and naturally persuasive communication skills of facts and ideas to influence the direction of positive outcomes in a collaborative manner.

Ability to communicate decisions in a manner that reflects a team-oriented culture.

Skill in discussing a variety of job-related topics on short or not notice.

Skill in handling rapid changes in conversation, involving difficult questions.

Ability to speak with persons of various social, cultural, economic and educational backgrounds.

Mathematical Skills:

Skill in the practical application of fractions, percentages, ratios and proportions.

Skill in adding, subtracting, multiplying, and dividing whole numbers, fractions and decimals.

Skill in computing ratios, rates and percentages.

Self-Management Skills:

Skill in performing a variety of duties, often changing from one task to another of a different nature.

Skill in performing under the stress of frequent interruptions and/or distractions.

Skill in setting priorities which accurately reflect the relative importance of job responsibilities and ability to complete work in a timely manner where there are:

- Changes in workload
- Changes in assignment
- Pressures of deadlines

- Competing requirements
- Heavy workload

Skill in working independently and following through on assignments with minimal direction.

Ability to accept equivocal circumstances and take action where answers to a problem are not readily apparent.

Must be self-motivated, results- oriented, and possess familiarity with related technological developments and understand how to leverage these to improve the performance of assigned business units.

Must display a strong executive presence and possess a strong business mindset with an aptitude to gather and analyze data.

Human Relations Skills:

Skill in establishing rapport and gaining trust of others.

Skill in listening perceptively and conveying awareness.

Skill in motivating others; stimulating people to effective action.

Skill in mediating between contending parties or groups in order to effectively manage and resolve conflicts in a positive and constructive manner.

Skill in negotiating, exchanging ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

Skill in fostering a stimulating, accepting learning environment.

Skill in working as part of a team and collaborating with colleagues.

Ability to establish and maintain cooperative working relationships with key stakeholders including, but not limited to, subordinates, co-workers, superiors, the public, community organization and other public agencies.

Skill in interacting with, and coaching others on interacting with, the public in a high volume, continuous public contact setting.

Ability to supervise others including: organizing objectives; delegating responsibility; training; evaluating subordinate effectiveness; and administering necessary discipline.

Strong leadership skills.

Strong interpersonal skills.

Reasoning Skills:

Skill in analyzing information, problems, situations, practices or procedures to define the problem or objective, identify relevant concerns or factors, identify patterns, tendencies and relationships, formulate logical and objective conclusions, and recognize alternatives and their implications.

Skill in perceiving and defining cause and effect relationships.

Ability to identify and solve problems using sound and logical approaches that apply innovative and informed solutions to make organizational improvements.

Forward thinker with the finesse to anticipate and meet organizational and customer needs, including adapting work methods in response to new information, changing conditions, or unexpected obstacles.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid New Jersey or Pennsylvania driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move and/or slide up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

ADDITIONAL NOTES

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organization