

# Vacancy



2000 South May Ave.  
Oklahoma City, OK 73108  
telephone 405.297.2485  
fax 405.682.7010  
[www.gometro.org](http://www.gometro.org)

## **SAFETY ANALYST** **Salary: \$43,326 to \$50,216 Annually**

Interested applicants apply at the COTPA Human Resource Department, Monday through Friday, 8:30am to 4:30pm. Applications will be accepted from January 23, 2012 through February 17, 2012.

### **JOB SUMMARY**

This position is located in the Human Resources Department of The Central Oklahoma Transportation and Parking Authority and is under the direction of the Human Resource Manager. The Safety Analyst is responsible for assisting in the development, planning, coordinating and administering of COTPA safety and training programs. The duties performed require the utilization of previously acquired technical knowledge and skills. **Essential job functions include:** identifying safety and technical training needs, developing and implementing training and safety programs; conducting safety meetings and training sessions to facilitate employee development; conducting work site safety inspections and composing and maintaining training records, reports, and correspondence; identifying potential conditions for accidents and recommending alternative safety and operational procedures and ensuring compliance with COTPA, City of Oklahoma City, State and federal safety laws and regulations. Other duties and responsibilities include: training employees of safe operation of motor vehicles to include small vehicles and transit vehicles; investigating and reporting job injuries and vehicle accidents involving COTPA employees and/or equipment; compiling and assessing statistical data and reports; and conducting research and analysis of job injury, property damage and claims. The Safety Analyst has frequent contact with COTPA employees at all levels and City of Oklahoma City and outside agency representatives to exchange information and provide assistance related to safety training programs and compliance. The job requires training of employees in various areas of safety through verbal instruction and physical demonstration. Work is normally performed with minimal supervision with general supervision given through conferences, report analysis, and observation of work by the immediate supervisor.

### **JOB REQUIREMENTS**

- Knowledge of pertinent local, state and federal safety laws and regulations.
- Knowledge of transit operator training techniques.
- Knowledge of safe work practices, procedures and techniques.
- Knowledge of employee training and development techniques.
- Skill in use of Microsoft Office 2007 or later.
- Skill in the development and presentation of training programs.
- Skill in effective verbal and written communication using tact and diplomacy.
- Skill in implementing safety programs, policies and procedures.
- Skill in determining the cause and preventability of accidents and injuries.
- Skill in conducting training needs assessment.
- Skill in analyzing large amounts of data and applying principle of logical thinking.
- Ability to investigate accident claims and complaints concerning unsafe work performance.
- Ability to convey technical information in an understandable format.
- Ability to relate to individuals from various socio-economic backgrounds.
- Valid State of Oklahoma Class B Driver License.

### **VETERANS PREFERENCE**

A five-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces not currently employed full time by COTPA. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-682-7010.

### ***AN EQUAL OPPORTUNITY EMPLOYER***

*If you require reasonable accommodation at any time during the hiring process, please notify the COTPA Human Resource Office to make arrangements.*

### **DEPARTMENTAL PREFERENCES**

- Three to five years experience in similar size/type organization's training and occupational safety and health program.
- Possess CDL with passenger and air brakes endorsements.
- Five years experience in transit operator training.
- Bachelor's Degree in Occupational Safety and Health or related field, or equivalent job experience.

### **WORKING CONDITIONS**

- Inside; outside when conducting field inspections, employee training and/or accident investigations.
- May be required to work irregular hours.
- Frequent to occasional local and out-of-town travel.
- Frequently exposed to loud noises when conducting work in the Maintenance Facility or working around large buses and Para transit vehicles, etc.
- Frequently exposed to diesel fumes when working around vehicles or in Maintenance Facility.

### **PHYSICAL REQUIREMENTS**

- Strength enough to lift, push, pull, or carry audiovisual or other training equipment weighing up to 30 pounds.
- Arm-hand steadiness enough to demonstrate and operate training equipment such as audio-visual equipment.
- Vision enough to read, write, and develop training materials, and to review films and slides.
- Speech and hearing enough to communicate by telephone and in person, and when conducting oral presentations.
- Speech enough to communicate clearly and distinctly when making oral presentations.
- Ability to pass Department of Transportation (DOT) physical.

### **FRINGE BENEFITS**

Vacation	104 hours upon completion of one year.
Sick Leave	80 hours per year accrued bi-weekly.
Holidays	10 regular holidays.
Injury Insurance	Effective day of employment.
Retirement	After 6 months, jointly paid by COTPA and employee.
401 Retirement Plan	Employee contribution matched by COTPA up to \$1,000 per year
Credit Union	Full banking services.
Life Insurance	COTPA provides \$18,000 term coverage.
Health Insurance	Upon completion of thirty days, Plans are available for employee and dependents.
Dental Insurance	Upon completion of thirty days, COTPA pays premium for employee coverage; dependent coverage available at low rates.
Disability Plan	Short term payable at \$250 per week.

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