



City of Harrisonburg

Safety, Security, and Training Coordinator

SALARY	\$30.59 - \$33.65 Hourly \$2,447.20 - \$2,692.00 Biweekly \$5,302.27 - \$5,832.67 Monthly \$63,627.20 - \$69,992.00 Annually	LOCATION	Harrisonburg, VA
JOB TYPE	Full-Time	JOB NUMBER	5140 - (Aug 2023)
DEPARTMENT	Public Transportation	DIVISION	Administration
OPENING DATE	08/21/2023	CLOSING DATE	Continuous
FLSA	Exempt		

Description



Are you searching for a career opportunity that allows you to utilize your transportation management experience while having a crucial role in ensuring the safety and wellbeing of employees, riders, and the general public? If so, consider applying to the Harrisonburg Department of Public Transportation's Safety, Security, and Training Coordinator position!

The Safety, Security, and Training Coordinator is an exempt, full-time position with benefits and a preferred hiring range of \$30.59 - \$33.65 per hour (equivalent to \$63,627 - \$69,992 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy. You're the ideal candidate if you are a progressively innovative professional that is dedicated to a safety culture mindset while overseeing various training initiatives that enhance the skills and knowledge of our workforce.

As the Safety, Security, and Training Coordinator, you'll play a vital role in preparing, coordinating, supervising, and conducting training and safety programs, including assisting with the planning, budgeting, and purchasing for all operations. As a leader within the department, you'll also chair the department safety and accident review committee meetings, coordinate the Loss Control programs and requirements with insurance carriers, and ensure all employees are aware of changes to laws pertaining to their positions. In this role, you'll also prepare and present a variety of reports and information related to laws, rules, and regulations, including but not limited to workers' compensation, VOSH (Virginia Occupational Safety and Health), and OSHA.

A list of the ideal candidate's knowledge, skills, and abilities for this position is available in the [class specification](#).

Minimum Qualifications

- Associate's/Technical degree with coursework in transportation, business administration, or related field and considerable (3-5 years) experience in transportation management including some supervisory and administrative experience. An equivalent combination of education and experience may be used to meet this requirement.
- Valid driver's license at time of application. *Possession of a valid Commercial Driver's License with Passenger and School Bus endorsements valid in the Commonwealth of Virginia is required within three (3) months of hire date.*
- Availability to work a flexible schedule, including days, nights, weekends, and holidays.
- [Click here to view the physical requirements of this position.](#)

Successful applicants for this position will be subject to the following:

- Virginia Department of Education physical examination;
- Federal Transit Administration (FTA) physical examination;
- Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse query;
- FTA pre-employment drug screening;
- DMV records check; and
- Criminal background check.

This position is subject to the United States Department of Transportation's (U.S. DOT's) alcohol and controlled substances testing regulations.

Supplemental Information

To Apply: In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history. This position may close at any time after 10 calendar days. (posted 08/21/2023)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave, holidays and more.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

Agency

City of Harrisonburg

Address

409 South Main Street
Third Floor
Harrisonburg, Virginia, 22801

Phone

540.432.8920
540.432.7796

Website

<https://www.harrisonburgva.gov/employment>