

# \*JOB ANNOUNCEMENT\*

## SAFETY TRAINER Grade 26

**DUTIES:** Under the direction of the Bus/Rail Training Managers, researches, designs, develops, delivers and evaluates all Safety Training initiatives. Functions as a catalyst for the implementation of all safety training programs & interventions. Schedules individuals and conducts training in all aspects of safety including: Regulatory requirements e.g. OSHA, EPA and RTA Policies & Procedures. Maintains individual required safety certifications. Participates in the creation and development of safety training strategic initiatives, and schedules programs regularly with appropriate departments/divisions to implement the plan. Actively participates in District Safety Committees. Researches, develops and conducts training of authority SOP's as directed. Updates existing training programs to reflect current trends and current safety materials. Evaluates programs for accuracy of content. Maintains Safety Training Records in Oracle. Works with the Bus/Rail Training Managers and stakeholders to provide all required safety training initiatives. Participates as an integral Team member of the Training & Employee Development Department. Organizes and prepares reports and records of all training activities. Performs other duties of a similar nature as may be required.

**MINIMUM REQUIREMENTS:** Applicants must have a Bachelors Degree in Business Administration, Human Resource Management, Education, Safety, or related area. Prerequisites for Construction Instructor are: five years of construction safety experience (a college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substituted for two years of experience) and completion of course #510, Occupational Safety and Health Standards for the Construction Industry. Prerequisites for General Industry Instructor are five years of general industry safety experience (a college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substituted for two years of experience) and completion of course #511, Occupational Safety and Health Standards for General Industry. Minimum of two (2) years of experience training personnel on safety related material in an industrial environment (transportation preferred). Applicants must have a strong background in OSHA and regulatory related initiatives. Applicants must possess a valid Ohio Driver's License with a good driving record. Applicants must have excellent writing skills, working knowledge of MS Office specifically: MS Excel, MS Word, MS PowerPoint. Project management software experience is a plus. Must be able to work alternative shifts on an as needed basis.

**SALARY RANGE:** \$48,589 - \$64,380 annually

**FILING OF RESUMES:** Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by e-mail: [jobs@gcrta.org](mailto:jobs@gcrta.org), fax (216) 781-4483, or mail to 1240 West 6<sup>th</sup> Street, Cleveland, Ohio 44113. **Resumes will be accepted until the position is filled.**

**SELECTION PROCESS:** This is a non-bargaining exempt position. Merit system rules do not apply. No Eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

**AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE**

Job Grade: 26  
Date: August 26, 2011  
Job Announcement No.: 2011-90

Web Site Address: [www.riderta.org](http://www.riderta.org)  
Email: [jobs@gcrta.org](mailto:jobs@gcrta.org)

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