



FORT BEND COUNTY

JOB TITLE: TRANSIT ASSET, SAFETY & SECURITY MANAGER

DEPARTMENT: PUBLIC TRANSPORTATION

SALARY RANGE: Professional/Management Grade 13, \$2,532.00 - \$2,980.00 biweekly based on qualifications

CLOSING DATE: Upon filling position

Located just southwest of the City of Houston, Fort Bend has a long history which began when a small log fort was built on the banks of the Brazos River to help protect the settlers moving onto Stephen F. Austin's original Mexican land grants. In fact, the county draws its name from that small fort built in the early 1800s and the small settlement around it, that in 1837 became the county seat of Richmond, Texas. Today, Fort Bend is one of the fastest growing counties in Texas and the United States with a current population exceeding 585,000.

SUMMARY OF DUTIES:

Responsible for the management of the Transit Asset Management Plan, Safety and Security Plan, supervision and oversight of relevant processes and staff within the department. Participates in planning of programs, policies or objectives for own work group and department. Develops, implements, ensures compliance, and maintains the Transit Asset Management plan as required by federal, state and local regulations. Reviews and updates the Transit Asset Management Plan and its Performance Targets as necessary. Conducts condition assessments for all assets according to the Transit Asset Management TERM Scale. Establishes and ensures compliance with preventative maintenance plan for Rolling Stock, Facilities and Park and Rides. Develops, implements and maintains a Public Transportation Agency Safety Plan (PTASP) as required by federal, state and local regulations. Ensures the PTASP establishes processes and procedures to support the implementation of Safety Management Systems (SMS). Ensures the department meets its Safety Performance Targets including, but not limited to, fatalities, injuries, safety events, and system reliability. Identifies and addresses potential safety risks in coordination with Risk Management. Ensures the availability and deployment of support during emergencies and other service disruptions. Manages and coordinates any investigations into systems failures and the implementation of corrective actions. Reports on the condition of our system, changes in condition since the last report, targets set under the establishes performance measures, and progress towards meeting those targets; Writes various reports, messages, and documents needed to manage or coordinate the full scope of maintenance activities with other Department/offices and outside agencies. Reviews and approves monthly safety & security reporting to FTA National Transit Database (NTD). Serves as point of contact for staff (including contractors) for accidents or incidents – coordinates as needed with Risk Management, Law Enforcement or Homeland Security & Emergency Management. Acts as representative of the department and serves on various committees. Develops a strategic plan for facility capital needs and preventative maintenance. Participates in the development and management of the department's annual operation and capital budgets ensuring sound fiscal oversight of all resources. Provides support to Project Manager for new construction of facilities or park and rides. Responds as necessary and when necessary during emergency events; and participates in OEM Training and Planning Activities. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

MINIMUM REQUIREMENTS:

Bachelor's Degree in facility management, construction management, engineering, business administration or closely related field. Six years of job related experience with three years of supervisory, budgetary and management responsibility. Previous transportation related environment preferred. Bilingual Spanish Preferred. Proven proficiency with both oral and written communication skills. Strong math and/or accounting and management skills. Organizational skills and the ability to complete multiple tasks a must. Strong interpersonal skills and the ability to deal effectively with the public, other employees and elected officials.

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

FORT BEND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE
ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, DISABILITY OR NATIONAL ORIGIN, OR ANY OTHER REASON PROTECTED BY LAW.

A Fort Bend County employment application is required and may be completed

online at www.fortbendcounty.jobs

