



The Washington Metrorail Safety Commission (WMSC) is seeking an **Inspection Program Manager (Data Analytics)** to join our growing team.

The WMSC is the designated State Safety Oversight Agency (SSOA) responsible for overseeing the safety of the Washington Metropolitan Area Transit Authority (WMATA) Metrorail system, which operates rail transit in Maryland, Washington, D.C., and Virginia. The WMSC is responsible for implementing an oversight program in compliance with federal and other applicable regulations.

Position Overview

The candidate will help to ensure the WMSC's commitment to the safety oversight program administration through collaboration and the establishment of working relationships with internal WMSC personnel, WMSC contractors, and WMATA personnel. The candidate will be responsible for leading and implementing all aspects of the WMSC's Inspection Program, which includes the build-out and implementation of all new Federal Transit Administration Risk-Based Inspection requirements, which includes the use of data analytics. This role is supervised by the Deputy Chief Operating Officer.

The WMSC's Inspection Program is vital to the Commission's oversight obligations. Inspections are one of the WMSC's regular oversight activities that are directed by 49 U.S.C. Section 5329(k) and 49 C.F.R. Part 674 (as amended by Section 30012(b) of the Bipartisan Infrastructure Law), as well as the WMSC Program Standard. Inspections may be based upon trends in data, following tips from employees or riders of Metrorail, and may also be coupled with other WMSC oversight activities. Inspections include reviews of relevant documents, reviews of large and small data sets, interviews, and site visits. Reports and other written documentation are created from inspections. Issues identified by inspections are then tracked, monitored, and acted upon as appropriate. This position is responsible for completing and ensuring that all of these aspects occur.

The candidate will ensure a commitment to effective safety oversight program administration through collaboration and the establishment of working relationships with internal WMSC personnel, WMSC contractors, and WMATA personnel.

Responsibilities

- Assist the Deputy Chief Operating Officer in creating and implementing the WMSC's overall Inspections Program.
- Conduct all aspects of the WMSC's Inspections Program, to include the future-state versions of that program.
- Devise and implement the methods to collect data that facilitates short-term and long-term tracking and analysis.
- Devise and implement ways to present and interpret information—through graphical representations, visuals, dashboards, or any other practical vision—that enables decision-making for additional inspections or other actions that are based on available data.
- Direct and supervise inspections program personnel to ensure inspections occur as programmatically required and that the overall inspections program's goals and requirements are accomplished to include, but not limited to, timely and effective communication with WMATA.
- Regularly review outputs from the inspection program such as, but not limited to, data sets upon which the program is relying and inspection reports from WMSC inspections personnel.
- Exercise close attention to detail when reviewing inspection materials or other documents.
- Exercise focus, discipline, and organization with regard to all tasks.
- Prepare written reports, as well as other production-related results such as interpretations of raw data to create data visualizations and provide updates to the WMSC Leadership and Commissioners; provide supporting

materials for presentations to internal and external audiences at various levels of technical knowledge and management.

- Coordinate inspections or activities with multiple internal teams or external agencies including WMATA departments and local, state, and federal stakeholders.
- On own initiative, propose and implement approved opportunities for improvements to WMSC inspections processes.
- Track, prioritize, and adhere to deadlines.
- Other responsibilities as assigned.

Qualifications

Experience

A minimum of 9 years of progressively increasing responsibility working independently and in teams in data visualization and qualitative data analytics roles. Preferred experience collecting and cleaning data that enables decision-making or the development of systems/applications that manage qualitative and complex data. Preferred experience managing other employees.

Education

A bachelor's degree from an accredited institution is required. Degree specialization or an advanced degree in data visualization and interpretation, data science, engineering or a similar field of study is preferred.

Residency Requirement

This position is primarily remote; however, given the nature of the WMSC's oversight of the WMATA Metrorail system it does require in-person work from time-to-time. Therefore, it is required that the candidate live within 25 miles of any WMATA Metrorail station.

Physical Requirements

- The ability to safely move for long periods on potentially rocky and uneven surfaces along rail right-of-way, in rail yards, and in maintenance facilities on an occasional basis.
- The ability to position oneself to take measurements.
- The ability to ascend/descend ladders and narrow staircases, and to board and disembark rail vehicles including those designed for passenger use and maintenance vehicles.
- Work may take place at any time of day as warranted by emergency conditions or scheduled oversight activities (e.g., responding to a Metrorail event or conducting observations of overnight maintenance work).
- Work may take place on or about WMATA property where WMSC personnel must be alert at all times for the approach of trains or rolling equipment; slips/trips/fall hazards; and hazardous materials.
- While on-site, WMSC personnel must also take precautions with electrical hazards associated with passenger and non-passenger vehicles and equipment, the third rail, and other power equipment throughout the Metrorail system.
- WMSC personnel may be exposed to unfavorable weather conditions, including temperature extremes and precipitation, and other environmental discomforts such as insects and vegetation.
- Personal protective equipment (PPE) will be required for specific job functions (and will be provided). All WMSC personnel will comply with WMATA requirements for PPE as applicable to the circumstances, as well as with applicable industry standards.
- The physical demands described here are not exhaustive but are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

Certifications

Candidate must possess and maintain a valid driver's license or provide reliable means to arrive to and leave a rail station, rail yard, maintenance facility, the WMSC office, or other facility or location. Candidate will be required

to enroll in and complete the Public Transportation Safety Certification Training Program (PTSCTP) within 3 years of designation by the WMSC and then, upon successful completion maintain that certification in good standing thereafter. Candidate is encouraged, but not required, to enroll in and complete the Transit Safety and Security Program as well.

Key Qualifications, Skills, and Abilities:

- Excellent English-language written and verbal communication skills.
- Ability to work in a team environment comprised of individuals from diverse cultures and geographies.
- Ability to observe, receive, and otherwise obtain relevant information regardless of information source.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability and enthusiasm to acquire needed knowledge to perform duties.
- Ability to manage multiple priorities to meet deadlines and commitments.
- Ability to manage projects to fruition, on time.
- Ability to take direction and constructive criticism for supervisor, management, and others.
- Ability to consistently conduct all aspects of the position.
- Ability to be a team player who assists the WMSC in fulfilling its overall safety oversight mandate.
- Ability to adhere to strong professional ethics.
- Ability to independently carry out duties following direction by supervisor/management and recognize any related duties on own initiative.
- Ability to use Zoom, Microsoft Teams, Microsoft Office, SharePoint, and other common software for conducting daily work including, but not limited to, preparing work products such as presentations, reports, graphs, tables, and for ensuring proper record retention.
- Ability to effectively use the internet and other collaboration software to perform assigned work.

Other Requirements

Availability of a home office or other suitable, professional setting for conducting daily responsibilities. Alternatively, the WMSC office is available for this purpose.

WMSC offers a robust compensation and benefit package

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

Office Location: 750 First Street NE, #900, Washington, DC 20002

Apply by sending your cover letter with salary requirements and resume to hr@wmsc.gov.

The most up-to-date information regarding this job posting is available via the WMSC employment opportunities page at [Employment Opportunities – Washington Metrorail Safety Commission \(wmsc.gov\)](#).