The Washington Metrorail Safety Commission (WMSC) is seeking a **Safety Certification Program Manager** 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 Safety Certification Oversight Program. This role is supervised by the Director of Systems Engineering.

The WMSC's Safety Certification Oversight Program is vital to the Commission's oversight obligations. Safety Certification is one pillar of the WMSC's oversight program (along with the other pillars of Inspections, Investigations, Audits, and Corrective Action Plans). Safety Certification is a formal process required by the WMSC (Program Standard Section 10), by federal regulation for certain projects, and by WMATA for additional projects. WMATA is responsible for carrying out its Safety Certification Program including for ensuring the completion and documentation of the required safety certification process for each applicable project. The WMSC's role is to oversee and ensure that the Safety Certification process itself is robust and that WMATA is adhering to relevant requirements. In practice, the WMSC oversees Safety Certification through document review, in-person inspections, meetings, and other activities that aid the WMSC in accurately understanding the reality of a given project. Issues identified are then tracked, monitored, and acted upon as appropriate. This position is responsible for completing and ensuring that all of these aspects occur.

Responsibilities

- Manage the implementation of the WMSC's overall Safety Certification Oversight Program, with assistance from the Director of Systems Engineering and other WMSC personnel.
- Conduct all aspects of the WMSC's Safety Certification Oversight Program, to include the future-state versions of that program.
- Identify, investigate, analyze, and review hazards. This includes, but is not limited to, review WMATA's project-specific Preliminary Hazard Analyses, Hazard Analyses, Verification Matrices, and other relevant documentation (e.g. Failure Modes and Effects Analysis, Failure Modes Effects and Criticality Analysis, Bowtie models, Fault Tree Analysis) to determine whether items are appropriate, effective, and complete.
- Support other WMSC staff in conducting other oversight such as activities related to Inspections, Investigations, Audits, and Corrective Action Plans.
- Perform duties in a safe, efficient manner in compliance with all applicable rules and safety procedures.
- Review of project-specific documentation that include technical/engineering documentation regarding system safety engineering.
- Safety design reviews of WMATA's project deliverables, and review of system safety engineering work, in accordance with applicable system safety standards.

- Active monitoring of WMATA Safety Certification projects as appropriate based on the level of WMSC involvement and provide relevant updates to WMSC leadership.
- Prepare written reports, as well as other production-related results and 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.
- On own initiative, propose and implement approved opportunities for improvements to WMSC Safety Certification Oversight processes.
- Exercise close attention to detail when reviewing inspection materials or other documents.
- Exercise focus, discipline, and organization with regard to all tasks.
- 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 system design or system analysis for highly reliable or safety-critical activities, including 3 years implementing, managing, or enforcing safety programs (preferably in a transportation-related field). Preferred experience with rail transit systems or railroads and familiarity with American Railway Engineering and Maintenance-of-Way Association (AREMA) Communications and Signals Manual, AREMA Manual of Railway Engineering, or other similar systems for rail standards. Also preferred is familiarity with control systems or industrial automation such as knowledge of the principles of design for vital and fail-safe systems.

Education

Bachelor of Science in Systems Engineering degree from an accredited institution is required, or a similar degree in another engineering discipline from an accredited institution.

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).