



Audit Team Specialist

The Washington Metrorail Safety Commission (WMSC) is seeking an **Audit Team Specialist** to manage and be responsible for the WMSC's Audit Program as well as aspects of the WMSC's Corrective Action Plan program. The candidate will collaborate with internal WMSC personnel, WMSC contractors, and WMATA personnel to help fulfill the WMSC's overall safety mission. This role is supervised by the Deputy Chief Operating Officer.

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, the District of Columbia, and Virginia. The WMSC is responsible for implementing an oversight program in compliance with the WMSC Compact as well as federal and other applicable regulations.

The WMSC and the Audit Specialist audit all aspects of Metrorail on a three-year cycle that is focused on examining safety rules and procedures with regard to compliance and sufficiency. The Corrective Action Plan Program tracks and assesses that all identified deficiencies are rectified through formal submissions and verification.

RESPONSIBILITIES

- Conduct or oversee all aspects of the WMSC Audit Program of WMATA.
- Responsible for authoring all WMSC audit reports and managing the report process through to final publication ([an example is here](#)).
- Manage aspects of the WMSC Corrective Action Plan (CAP) Program with the assistance of the CAP Program Manager to include developing and tracking CAPs and the communication of issues with WMATA through to resolution.
- Manage the WMSC subject-matter experts' review of all CAP submittals in their area.
- Responsible for conveying any Audit or CAP related issues to WMATA as soon as practicable.
- Raise any significant safety issues to the Deputy COO or another member of the Senior Leadership Team and manage the communication of the identified significant safety issues internally and with WMATA through to resolution.
- Exercise close attention to detail when reviewing the adequacy of CAP-supporting materials or other documents.
- Prepare written reports, as well as other production-related results, 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.
- Negotiate with internal teams and external agencies including WMATA departments.
- On own initiative, propose and with approval implement opportunities for improvements to audit or CAP processes.
- Other responsibilities as assigned.

REQUIRED JOB QUALIFICATIONS

Experience

A minimum of 5 years of progressively increasing responsibility working independently and in teams. Demonstrated attention to detail, the ability to multitask, strong organizational and computer skills. Demonstrated ability to track, prioritize, and adhere to deadlines. Preferred experience in such areas as auditing, legal, or similar experiences that promote the verification of evidence and teach procedural controls.

Education

A bachelor's degree from an accredited institution is required. Engineering or a similar field of study is preferred. A juris doctor degree from an American Bar Association (ABA)-approved law school is beneficial.

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 30 miles of any WMATA Metrorail station.

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.

Other Required Skills and Abilities

- Excellent English-language written and verbal communication skills.
- 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.
- Familiarity with assessing hazards, their mitigations, and categorization.
- Ability to work in a remote 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 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 from 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 effectively use the internet and other collaboration software to perform assigned work.

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 ascend/descend ladders and narrow staircases, and to board and disembark rail vehicles including those designed for passenger use and maintenance.
- 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 oversight 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.

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, Suite 900, Washington, DC 20002

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

Multiple hires may result from this job announcement.