

## HAYWARD AREA RECREATION AND PARK DISTRICT JOB CLASSIFICATION

**Title:** Public Safety Manager

**FLSA:** Exempt

**Status:** At-Will Management (Exempt from Civil Service Rules)

### **General Purpose**

To direct, plan, organize, and administer the activities and operations of the Public Safety Division of the Administrative Services Department, including program management of the Safety Committee, Park Ranger Program, and Emergency Operations in collaboration with community partners and employees. To also provide highly confidential and complex administrative assistance to the Administrative Services Director and General Manager.

### **Responsibilities and Direction Received**

This is a Supervisory classification with full responsibility for the District's Safety and Environmental Programs. Reports to the Administrative Services Director while working in a collaborative manner with District employees, other public agencies, and the public. The position is reviewed in terms of results and accuracy.

### **Primary Duties and Responsibilities**

- ◆ Develop, plan and implement division goals, objectives and processes; develop policies for Administrative Services Director and General Manager consideration and implement as approved.
- ◆ Plan and direct the activities of the Safety Division; supervise and coordinate division activities with those of other departments, outside agencies and organizations.
- ◆ Provide administrative assistance to the Administrative Services Director; prepare and present reports to the District Board of Directors and various committees and agencies regarding the District's Park Ranger and safety programs, emergency preparedness, policies, and procedures.
- ◆ Plans, organizes, trains and evaluates the work of subordinates engaged in the Park Ranger Program.
- ◆ Responds to citizen concerns, addresses community and civic groups to explain the District's Park Ranger program and stimulating support for it.
- ◆ Manages, coordinates, and responds to emergency incidents/calls; notifies appropriate medical, law enforcement, and/or fire response agencies; assumes incident command; assess, and secures incident scenes; provides first responder medical attention, and is identified as the incident commander in the District Emergency Response Plan.
- ◆ Oversees the issuance of parking citations for violations of parking ordinances and other regulations of District rules, guidelines and oversees the citation collection process.
- ◆ Prepares technical reports and budget recommendations for organization wide safety efforts including personnel, equipment and supplies.
- ◆ Serves as lead of the Safety Committee. Plans, develops and conducts safety, occupational safety and health related training activities; facilitates meetings to discuss safety concerns and practices; advises department managers and supervisors on appropriate handling of safety or health situations.
- ◆ Monitors, maintains and updates all programs, training and tools to ensure compliance with applicable laws and regulations such as Cal/OSHA mandated health and safety programs, injury and illness prevention programs, building, other codes; conducts routine inspections; may assist in Cal/OSHA inspections.

- ◆ Plans, implements, and evaluates programs to reduce District's exposure to loss of its human, financial, physical, and natural assets through an assessment and mitigation of risk. Assists and advises management and supervisory staff on the development and implementation of effective and efficient loss control strategies.
- ◆ Update and maintain District's Safety Manual and applicable programs, which includes District-wide Emergency Action Plan; ensuring safety training and programs reflect current state and federal requirements, as well as best industry practices. Ensures the District's IIPP program and Material Safety Data Sheets are in compliance.
- ◆ Interpret new safety laws and/or regulation to determine their applicability to District operations and devise strategies and procedures for compliance.
- ◆ Provide leadership and direction to fulfill the District's Safety Programs; looking for continuous process improvement, including measurement systems, benchmarking, and surveys.
- ◆ Demonstrate responsiveness, cooperation, and consistent problem-solving when representing the District with the internal management structure.
- ◆ Educates and motivates supervisors and managers to follow safe work practices and maintain a safe working environment through training, presentations and the distribution of safety materials.
- ◆ Develop, manage and oversee a Park Watch Program, in coordination with friends of the parks to ensure the parks continue to be a safe place to visit, play and enjoy the amenities.
- ◆ Liaison to Alameda County Sheriffs/County EOS, City of Hayward PD and city and county EOC's, and East Bay Regional Communications Authority JPA. Attends county Emergency Manager's Association meetings.
- ◆ Manages and maintains safety records in compliance with record retention policies. In collaboration with Information Technology Division implements, reviews and maintains video surveillance.
- ◆ Provides and tracks alarm access for parks and facilities.
- ◆ Receive and review reports from staff members and take appropriate action.
- ◆ Perform related duties as assigned.
- ◆ The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

### **Minimum Qualifications**

#### *Knowledge of:*

- ◆ Principles and practices of personnel management, supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- ◆ Principles and practices of management necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and staffing.
- ◆ Programs and policies necessary to obtain a high-performance workforce for a large employer.
- ◆ Monitoring and patrolling parks and facilities to ensure safe and proper use of District lands and facilities.
- ◆ Fiscal procedures and management techniques as they pertain to the development of a budget.
- ◆ General knowledge of local, state and federal laws applicable to the parks and recreation profession and programs.
- ◆ CPR/First Aid.
- ◆ Local, state, federal and special district regulations pertaining to workplace safety practices and required employee safety training, California Workers' Compensation, medical confidentiality, Cal OSHA and ADA and other related requirements.
- ◆ Basic inspection and investigation procedures.

- ◆ Principles of technical and professional report writing.
- ◆ Customer service techniques and public speaking.
- ◆ Adult learning concepts.

*Ability To:*

- ◆ Ability to plan, organize, and coordinate safety programs; supervise, train, and evaluate the performance of assigned staff; and manage the Safety Division.
- ◆ Develop and implement Division policies and procedures.
- ◆ Gain cooperation through discussion and persuasion.
- ◆ Successfully develop, control and administer Division budget and expenditures.
- ◆ Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ◆ Interpret and apply District, Federal, State and local policies, procedures, rules and regulations.
- ◆ Communicate clearly and concisely, orally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted during work.
- ◆ Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- ◆ Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- ◆ Handle medical emergencies and injuries in a calm and effective manner, including providing First Aid and CPR.
- ◆ Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- ◆ Prepare clear and concise reports, correspondence, procedures, and other written materials.
- ◆ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

**Physical Standards**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit at desk and in meetings for long periods of time. Must possess mobility to work in the field; strength, stamina, and mobility to respond to emergency situations and apprehend suspects, to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied emergency rescue equipment, hand and power tools, and construction equipment, and to operate a motor vehicle and visit various District sites; vision to assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights, with the use of proper equipment.

## **Training and Experience**

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

- ◆ *Education:* Equivalent to an Associate's level degree from an accredited college or university with major coursework in law enforcement, resource management, public or business administration or a closely related field. A bachelor's degree is highly desired.
- ◆ *Experience:* Five years, full-time professional experience in a multi-faceted environment, preferably in public, safety/security or facilities program performing duties requiring safety, security, and implementation or organization wide efforts. (Additional qualifying experience may be substituted for the education on a year for year basis.)

## **Licenses; Certificates; Special Requirements**

- ◆ Possession of a valid California Driver's License
- ◆ Possession of, or the ability to obtain, a valid California Penal Code 832 Certificate, within six months of employment
- ◆ Possession of, or the ability to obtain, a valid First Aid & CPR Certificate, within six months of employment
- ◆ Possession of, or the ability to obtain, the level of certification in the Incident Command System courses as specified under the National Incident Management System (NIMS).

[All resumes should be sent to Jennifer Arias at HR@haywardrec.org](mailto:HR@haywardrec.org)