

RHODE ISLAND PUBLIC TRANSIT AUTHORITY

POSITION DESCRIPTION

Job Title: Chief of Security & Operations

Date: July 2022

Department: Safety, Security & Operations

Reports to: Chief Executive Officer

Summary of Position:

This is an executive oversight position responsible for providing leadership and coordination to the executive directors responsible for managing operations in Buildings and Vehicle Maintenance, Emergency Management Operations, Environmental Affairs and Safety, Fixed Route Transportation, Information Technology, Paratransit Services, Revenue, Fixed Route Scheduling, Security Operations, Street Supervision and the Training Division.

This position will establish, manage and monitor all the security and emergency management standards, processes and communications to ensure the Authority's internal practices are compliant with federal, state, and local standards and regulations. This position will work in partnership with the Office of Rhode Island Emergency Management as well as other federal and state entities to provide management of security operations at the Rhode Island Public Transit Authority (RIPTA).

This position is responsible for the oversight, development and implementation of all RIPTA's security programs, and for coordinating with local law enforcement agencies as necessary to insure the safety of the public, passengers, employees and physical facilities of the Authority.

This position is responsible for and has oversight of all daily public transportation operations in both Fixed Route and Paratransit service.

Essential Duties and Responsibilities:

- Contribute to the development of the Authority's strategic goals and objectives;
- Maintain continuous lines of communication, keeping the Chief Executive Officer informed of all critical issues;
- To advise and provide regular briefings to the Chief Executive Officer on matters relating to the Authority's Buildings and Vehicle Maintenance, Emergency Management Operations, Environmental Affairs and Safety, Fixed Route Transportation, Information Technology, Paratransit Services, Revenue, Fixed

Route Scheduling, Security Operations, Street Supervision and the Training Division.

- Responsible for managing RIPTA Street Supervision to ensure efficient operations, productivity, monitoring and compliance to policy and process relating to the delivery of safe and reliable transit service.
- Responsible for maintaining an emergency radio communication system for both transit divisions and other employees.
- Responsible for the complete oversight of security initiatives of all RIPTA locations and property; identifies potential hazards and develops recommendations for resolution.
- Serves as RIPTA's direct liaison to the community including but not limited to emergency preparedness agencies, police departments, state and local authorities, and first responder agencies and traffic engineers.
- Chairs/participates in security related committees as directed.
- Remains on a 24-hours call.
- Assists in planning, setup and operation, with an emphasis on security, of various special events requiring large number of buses and personnel, i.e. Port Evacuation, Dignitary events, weather related events and other public events.
- Promotes a secure environment for all who come in contact with RIPTA including vehicles, facilities and properties that are owned, operated or leased.
- Promotes confidence in employees and riding public through interaction and involvement.
- Tracks and inputs necessary security related data into the National Transit Data Base.
- Closely monitors requirements of the Federal Transit Administration (FTA), Department of Homeland Security (DHS) and the Transportation Security Administration (TSA) and reflect any changes in policies and procedures.
- Performs other related duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, there may be requirements to travel to meetings throughout the state, and to occasionally work evenings and /or weekends. Visits to security incident sites will be required, including during inclement weather and at unscheduled times. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic Knowledge:

Graduation from an accredited college or university with a Bachelor's Degree in Police Science, Public Administration or Criminal Investigation.

Experience:

Such as may have been gained through employment as a certified Law Enforcement Officer for at least ten (10) years in the State of Rhode Island; five (5) of those years in a supervisory position.

Consideration will be given to any combination of qualification requirements

Independent Action:

Performs within prescribed guidelines in accordance with departmental policies/Practices. Refers more complex situations to other appropriate individuals.

Supervisory Responsibility:

Buildings and Vehicle Maintenance
Emergency Management Operations
Environmental Affairs and Safety
Fixed Route Transportation
Information Technology
Paratransit Services
Revenue
Scheduling
Security Operations
Street Supervision
Training Division