

TBI Airport Management, Inc.
Hollywood Burbank Airport

Job Description

Safety Management System Specialist

Reports to: Safety Management System Manager

Status: Exempt

General Description:

Assists the Safety Management System Manager with the daily operations of the Safety Department which includes Safety Policy, Safety Assurance, Risk Management and Safety Promotion. Assists with other duties as assigned by the Safety Management System Manager

Essential Job Functions:

Typical Tasks

- Analyzes and communicates trends and safety statistics via reports to the Safety Management System Manger
- Conduct regular and random comprehensive audits to ensure compliance with federal, state, and local laws, rules, and codes
- Attends meetings with various levels of management, aviation industry related organizations, external contacts, and regulatory agencies. Takes necessary action regarding agenda items.
- Directly oversees and manages the Hollywood Burbank Airport's safety-related reporting systems, which are the Voluntary Safety Report and Safety Hotline.
- Conducts timely and comprehensive investigations of all accidents and safety incidents and prepares factual reports to appropriate divisions summarizing the circumstances and root causes of the accident or incident and follows up with recommended corrective and preventative action to be taken by the division
- Assists in monitoring industry safety concerns that may impact the Hollywood Burbank Airport operations. Ensure compliance with all Federal, State, and Local Laws, rules and codes are followed with respect to Safety (which includes Airside and Landside of Hollywood Burbank Airport).
- Assists in developing department procedures concerning Airport Rules and Regulations, Operational Policies and Fire Evacuation Plan
- Assists in the development, implementation, and maintains SMS Manual and ensures compliance with all Federal, State and Local laws, rules and regulations including but not limited to the FAA and Foreign regulations, Hollywood Burbank Airport Administrative Directives, Airport rules and Regulations and the Airport Operating Certificate
- Assists in the development, implementation, and maintains communication systems for distributing safety information to employees and tenants as part of Safety Promotion. Maintains systems which house the Aviation hazard reporting systems as part of Safety Assurance.
- Assists with promoting safety and health; Creates, updates, and distributes informational material and training relating to safety and health through safety bulletins, posters, training programs, and other informational media.

- Acts as a resource to and liaison between Aviation divisions and various departments within Hollywood Burbank Airport as well as external customers, vendors, contractors, and other regulatory agencies such as the FAA, National Transportation Safety Board, and other Aviation industry safety organizations.

Qualifications:

Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Human Resource, Business Administration, Safety or closely related field preferred
- Or 4 years of relevant professional experience

Experience:

- Two years of professional experience in risk/safety management or related field preferred
- Experience in Aviation preferred
- Experienced with report writing, investigations, and audits
- Proven experience in creating and delivering training content to staff of all levels

License and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.
- OSHA Certified upon hire or within (6) months of employment

Supplemental Information:

Knowledge of:

- Safety Management System Principles and Risk Management Methodologies
- Knowledge of OSHA and Cal/OSHA regulations preferred

Skills:

- Excellent presentation and communication skills, both oral and written.
- Strong analytical and problem-solving skills as well as the ability to make varied arithmetic computations and tabulations rapidly and accurately
- Ability to interact, communicate and collaborate with all levels of staff and management including Burbank-Glendale-Pasadena Airport Authority, TBI Senior Management and staff, outside regulatory agencies, vendors and contract service providers as well as the general public
- Proficient with Microsoft Office and the ability to create and use spreadsheets and graphical presentations
- Ability to learn new technologies

Abilities:

- Analyze and effectively report upon operating conditions and problems and to recommend or install appropriate solutions
- Organize and implement plans and programs
- Assess and analyze project risks and exposures; identify options and alternatives, make decisions, and implement corrective actions
- Ability to work independently with minimal supervision

Interested Applicants can apply by clicking the link below:

<https://www.ondemandassessment.com/link/index/JB-WGZTBRCDU?source=HB-Website&u=137146>