

# **JOB DESCRIPTION**

## **Title/Position**

Director Field and Safety Operations.

## **Description of Duties and Responsibilities**

Reports directly to the Chief Operating Officer. Responsible for overseeing programs related to safety, training and special projects. Works closely with other Directors, State Police, and supervisors throughout the Parkways Authority. Maintains up-to-date knowledge of all departmental activities related to safety and ensures effective coordination across operations.

## **Essential Functions of the Position**

- Provide direct supervision and management of the Assistant Director of Field & Safety Operations, Safety Officer and Communications Supervisor.
- Design, develop, and implement safety training programs.
- Promote and maintain a strong culture of safety and regulatory compliance
- Ensure proper reporting, documentation, and monitoring of accidents and incidents
- Coordinate and manage special programs, including scheduling and collaboration with state programs.
- Develop and implement safety related strategies to improve operational workflow and productivity.
- Address and resolve escalated safety issues to ensure timely and efficient operations.
- Oversee Parkways Authority wrecker service providers.
- Oversee the Parkways Control Operations Center, including Maintenance and State Police dispatch functions.
- Manage safety programs to ensure compliance with state and federal regulations.
- Review, approve, and oversee employee training requests and program development.
- Ensure compliance with all applicable government regulations, including OSHA safety standards.
- Communicate regularly with managers regarding safety updates and concerns.
- Oversee risk management activities, including insurance-related matters.
- Prepare and manage the departmental budget.
- Draft and review safety related reports, memoranda, and correspondence.
- Assist the Chief Operating Officer with additional duties as needed.
- Ensure contractual compliance with current food and fuel vendors.
- Perform other operations-related duties as assigned.

## **Skills and Abilities**

- Strong leadership, clerical, management, interpersonal and planning skills.
- Excellent oral and written communication skills.
- Possess outstanding characteristics of ethics.
- Management, interpersonal and planning skills.
- Ability to interact with employees of diverse backgrounds.

- Clear speaking voice possessing good delivery technique.
- Must be computer literate – being able to perform basic computer related functions.
- Must possess valid driver’s license.

**Equipment**

- Computer
- Typewriter
- Fax machine
- Copier
- Automobile
- Audio/visual aids

**Method of Salary Compensation**

Salaried position – not eligible for overtime

**Work Schedule**

Computation is based on a 40 - hour work week. Hours are worked in accordance to the needs mandated by the Parkways Authority.

**Place of Duty**

Primary office is located in Charleston, West Virginia; however, duties are performed wherever required by the Parkways Authority.

**Education/Experience**

Minimum of a high school diploma required. Experience in leadership, planning and problem solving preferred.

**Special Requirements**

Must be able to work outside of normal working hours when necessary.

**Health**

Excellent health desired