

SLSI Assessor Job Description: Summary of Essential Duties and KSAOs

The Short Line Safety Institute (SLSI) was launched in 2015 with the purpose of enhancing the safety culture of short line and regional railroads through a voluntary and non-punitive program. The SLSI, a non-profit corporation, conducts safety culture assessments and is an educational, training and research source for short line and regional railroads concerning safety culture and other safety initiatives. SLSI will heighten the intensity of the safety focus and involvement of short line and regional railroads and their management by combining ongoing assessments, feedback, communication, and recommended improvements and best practices.

Summary of Essential Duties for Institute Assessor Role

An Assessor typically works in a two-person team to conduct Safety Culture Assessments of short line and regional railroads. Ideally, each team consists of at least one individual with strengths in railroad safety, and at least one individual with strengths in organizational change processes. Assessor teams review various site-based aspects of a railroads' safety culture and provide opportunities for improving safety culture. This position reports directly to the SLSI Senior Manager of Operations and Safety.

Essential responsibilities of the position include, but are not limited to, the following:

1. Review materials pertaining to a railroad's written safety policies (e.g., rule book, injury and operational performance data, safety action plan, and safety issue resolution process).
2. Conduct individual interviews with a sample of railroad personnel using a structured interview protocol.
3. Observe railroad personnel conducting various duties in the field using a structured protocol.
4. Analyze and synthesize data from multiple sources to determine final Assessment findings.
5. Prepare a written report on the Assessment findings and opportunities for improvement related to the safety culture of the railroad.
6. Conduct an on-site verbal close-out meeting with railroad senior leaders to describe the Assessment findings and opportunities.
7. Contribute to educational and training materials developed by the Institute.
8. Follow-up with assessed railroads to determine their needs in strengthening their safety culture, and assist them, when requested, in addressing specific opportunities.
9. Perform all responsibilities while traveling as required. Travel time is estimated to be 50% of the assessors' time on average, but occasionally up to 100% of the time in any calendar week.
10. Participate in training, as requested.
11. Represent the Institute's mission, vision and goals accurately to stakeholders and demonstrate professionalism consistent with the expectations of the Institute.

Assessor Knowledge, Skills, Abilities, Prior Experience, Work Style, and Personal Characteristics

KNOWLEDGE

- Safety culture
 - Knowledge of important components and indicators of organizational safety culture
- Organizational change applications
 - Familiarity with principles of organizational behavior and organizational change
 - Understanding of the “levels” at which safety culture resides and ways to intervene at each level
- Safety compliance policies and procedures
 - Knowledge of relevant equipment, policies, procedures, and strategies to promote safe operations for the protection of people and property
 - Knowledge of safety rules/regulations/compliance specific to short line and regional railroad environment
 - Familiarity and/or experience with railroad safety rules/regulations for railroads in general, associated with transportation of crude oil, ethanol, and other hazardous materials.

- Nature and diversity of short line and regional railroad context
 - Familiarity with characteristics of the short line/regional railroad environment and its diversity with respect to scope, size, resources, staffing, number of employees, whether union or non-union, etc.

SKILLS Critical

- Active listening
 - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate - Speaking
 - Talking to others to convey information effectively, as appropriate to audience - Writing
 - Communicating effectively in writing, as appropriate for the needs of the audience - Computer Skills
 - Ability to use computer and word-processing programs. Write reports, enter information, and take notes in real time of verbal discussions. - Relationship building and maintenance
 - Developing and maintaining relationships that encourage trust and candor
 - Managing confidentiality and non-disclosure of railroad information and all associated materials.

- Critical thinking
 - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems
- Quality control analysis
 - Conducting tests and inspections of processes to evaluate quality or performance

- Monitoring

- Awareness of ongoing performance and reactions of others – perceptiveness to situational cues; recognizing when follow-up is need

Desired

- Reading comprehension
 - Understanding complex written materials - Complex problem solving
 - Identifying complex problems and reviewing related information to develop and evaluate options and solutions - Practical problem-solving
 - Identifying and offering resources that are practical/manageable because they meet needs and constraints of the "customer"
- Influencing others
 - Applying knowledge of organizational and behavioral change principles, e.g., peer-to-peer or behavior change

ABILITIES Critical

- Inductive and deductive reasoning

Desired

- Oral and written comprehension and expression - Problem sensitivity
 - Ability to recognize signs of potential problems
- Physically able to carry out onsite observations in the office and field environments

PRIOR EXPERIENCE Critical

- Hands-on experience in the short line/regional railroad environment

Desired

- Expertise in current resources and technologies or organizational change processes

OTHER: WORK STYLES AND PERSONAL CHARACTERISTICS Critical

- Organization
 - Gathers, prepares, and presents materials in an organized fashion; proactively plans for follow-up as needed
- Adaptability/flexibility
 - Comfortable with dynamic, diverse environments, open to and creative in identifying alternative ways of accomplishing goals
 - Flexible to change/adaptable/comfortable with last minute changes
- Cooperation
 - Willingness to work in a collaborative fashion, fostering positive interactions
- Integrity

- Personal initiative
 - Propensity to engage in proactive self-initiated activities

Desired

- Leadership
 - Willingness to lead, influence others, proactively offer opinions, direction and support/resources
- Well-developed safety professional network
- Willing to work various shifts to observe and/or interview railroad personnel.

Submit your cover letter and professional resume via email to: SLSI@shortlinesafety.org

Cover letter and resume must be received no later than 11:59pm Eastern Time, November 30, 2018.