

## Classification description

**Title:** Director of Public Safety and Occupational Health  
**Job Code:** 8161  
**Pay Range:** 540  
**FLSA Status:** Exempt-Executive/Supervisory

**Employee Group:** Non-Represented  
**Established:** March, 2019  
**Revised:**  
**EEO Category:** Officials and Administrators

### DESCRIPTION

This position provides director level leadership and management to public safety teams at the Oregon Convention Center (OCC) and the Portland EXPO Center (EXPO). The position develops strategic and tactical plans to provide public safety services to the building and events occurring in the OCC or EXPO. As a secondary responsibility, the position oversees the OCC's Occupational Health and Safety program (OHS). This program is decentralized with many functions residing at the individual OCC division level for management and staff training. This position, working collaboratively with Metro Risk Management leadership, ensures OCC management is structuring and implementing procedures and staff trainings to minimize OHS risks, adhere to OSHA and worker safety laws and regulations, and industry best practices.

### DISTINGUISHING FEATURES

This is a single classification and not part of a series.

### DUTIES AND RESPONSIBILITIES

1. Provides strategic leadership, directs and manages the public safety for the venues.
2. Oversees and orchestrates a multi-faceted approach to public safety consisting of human resources, capital and equipment, and policies and procedures.
3. Sets goals and prepares annual employee performance evaluations for direct reports; provides trainings and motivates staff, resolves grievances and other personnel matters; initiates and implements disciplinary actions as needed.
4. Manages public safety projects and initiatives working with leadership, staff and third-parties.
5. Manages Public Safety department budget. Authorizes and approves expenditures. Provides input into the budget planning process.
6. Oversees the Public Safety department in providing daily oversight of security services at the venue. Fills in direct management role on security manager's days off, when they are out of the office and as dictated by venue business needs.
7. Oversees, in collaboration with Metro Risk Management leadership, occupational health and safety programs at OCC.
8. Studies and evaluates safety and occupational health issues. Compiles data, produces reports, and represents the venue on safety-related issues. Performs work using techniques, methods and equipment to reduce the incidence of venue occupational health and safety issues.
9. Oversees venue safety training to ensure employees are properly trained. Ensures

- record-keeping is effective for required and attained employee trainings.
10. Promotes effective and efficient operations throughout public safety and occupational health and safety by facilitating and establishing interdepartmental coordination and cooperation. Coordinates efforts and activities with other internal work units; departments; outside agencies and organizations; and contractors. Participates on, and/or leads, various committees, meetings and workgroups.
  11. Performs safety-related audits and investigations in collaboration with Metro's Safety Specialist. Conducts and reviews scheduled and unscheduled inspections to determine compliance with OSHA regulations and other standards and guidelines of nationally recognized safety organizations, such as National Safety Council, National Fire Protection Association, and American National Standards Institute; and other relevant organizations. Investigates accidents, analyzes causes, and recommends corrective actions based on the wide variety of codes and regulations available and their applicability to the particular situation.
  12. Proactively supports the venue's goal to advance racial equity, diversity and inclusion with other team members. Understands and appreciates the work to meet the goals and uses a future-focused, dynamic and innovative leadership style.
  13. Maintains discretion with confidential information.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

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## JOB SPECIFICATIONS

### Education/Licensing and Work Experience:

- Five years of experience in public safety and/or occupational health and safety, and
- Three years of supervisory experience, and
- Bachelor's degree in relevant field of study, or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- Within 180 days of hire:
  - Ability to acquire and maintain an Oregon Department of Public Safety Standards and Training Executive Manager Private Security license
  - Ability to acquire and maintain First Aid and CPR/AED certification

### Knowledge, Skills and Abilities:

- Practices, principles, procedures, regulations and techniques of Public Safety
- Current and proposed legislation and laws of the local, state, and federal governments that affect Public Safety
- Fiscal management, budget preparation, expenditures control and recordkeeping
- Management and supervisory principles and practices
- Best practices in public safety and community relations
- Leadership theories and practices, work styles and team building
- Principles and practices of municipal administration, functions, services and organization
- Advanced project management skills
- Organizational development principles and practices
- Develop program goals and objectives
- Analyze situations quickly and objectively, recognize actual and potential danger and determine proper course of action
- Represent the venue to external contacts and customers at the highest professional level
- Communicate effectively, both orally and in writing
- Analyze and interpret complex data and information; direct others involved with analysis
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Successfully pass the background check and screening requirements required for the

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position

### **SUPERVISION RECEIVED**

Reports to venue Executive Director or Deputy Director

### **SUPERVISION EXERCISED**

Exercises supervision over Security Manager, Lead Security Agent and Facility Security Agents, Medical Technicians, as well as third-party security providers

### **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

Standard office equipment is used; common tools used in enforcing public safety, personal protective equipment

### **WORK ENVIRONMENT**

- Frequently required to lift, push, pull and/or carry objects up to 10 pounds; perform repetitive motions of hands and wrist; reach with hands and arms; hear and/or respond to verbal/audio cues; see and/or respond to visual cues; read computer screens and security monitors.
- Occasionally required to stand and/or walk for extended periods of time; sit for extended periods of time; climb, stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 100 pounds; exposed to outdoor weather conditions; work near or around extreme heat and/or cold; work near or around moving mechanical parts.
- Rarely exposed to blood or other human bodily fluids; wet, humid conditions; explosives and/or firearms; belligerent, combative and/or threatening persons.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*