



Job Title: Director of Hazmat Programs

Essential Duties and Responsibilities:

- Works collaboratively with leadership to establish the priorities and goals for hazardous materials training offerings
- Build processes and systems to track, monitor, evaluate, and report on training activities
- Collaborates on organizational cross-functional team projects and endeavors
- Provides onsite supervision of instructors at training events to ensure quality control
- Conducts outreach to short line and regional railroads as well as first responder agencies to provide information on all SLSI offerings
- Coordinates and schedules all training activities from initial request through training completion
- Maintains training records and statistics for internal and PHMSA reporting
- Coordinate maintenance and repair of hazmat training trailer, as well as movement between events by a third-party provider
- Reviews and verifies vendor and contractor invoices related to hazardous materials training events
- Identifies training materials needed for events and ensures sufficient materials are on-hand for training events
- Builds Transportation Emergency Response Plan (TERP) documents and Red Tabs for requesting railroads
- Coordinates site surveys for TERP maps and acts as primary liaison with GIS/CAD vendor to ensure map accuracy and timely delivery
- Develops new multi-media training hazardous materials training offerings for the short line and regional railroad industry
- Collaborates with other organizations engaged in promoting hazardous materials safety such as The International Association of Fire Chiefs, Transcaer, The Center for Rural Development, and The International Association of Fire Fighters

Knowledge, Skills, Abilities, and Other:

- Strong knowledge of hazardous materials regulations, especially as they pertain to rail transportation
- Knowledge of railroad operations and safety protocols
- Knowledge of business and management principles involved in strategic planning, resource allocation, vendor and contractor oversight, and coordination of people and resources
- Excellent communicator: possesses advanced written/verbal communication skills, as well as the ability to present content in a clear and compelling manner
- Proficiency in various Microsoft Office tools and other software such as WeTransfer
- Must be confident and results driven with strong interpersonal skills
- Solid process and project management capabilities
- Ability to prepare, present, and communicate program activities and developments to stakeholders such as the Board of Directors, federal sponsors, and industry
- Adaptable: Comfortable working in a changing environment, responds positively to complexity, and possesses a high learning agility
- Ability to manage multiple priorities and work independently or with teams
- Ability to serve in a supervisory capacity

Qualifications:

- Bachelor's degree
- Ten years railroad hazardous materials experience with three years in a supervisory/management position

**Closing date: 11:59 pm EST on Monday, September 29, 2025
Email cover letters and resumes to: SLSI@shortlinesafety.org*