



Job Title: Safety and Compliance Specialist

Reports To: Vice President

FLSA Status: Non-Exempt

Date: March 30, 2022

Summary

The Safety and Compliance Specialist is responsible for providing strategic advice and recommendation to management regarding the business' safety and compliance policies and procedures, government rules and regulations that minimize the risk of injury and promote safety compliance in and off the workplace.

Essential Duties and Responsibilities include, but are not limited to the following:

- Ensure all laws and regulations are followed, make recommendations to ensure company and vendors maintain compliance with local, state, federal regulations
- Plan and implement programs to train managers, supervisors, employees, and drivers (CDL and non-CDL) in safe work practices, accident prevention, hazardous material handling, equipment operation
- Conduct new hire safety training, regular safety meetings and training required by OSHA
- Conduct safety and compliance audits, investigation, etc.
- Maintain safety manual, update processes and programs to meet changing job descriptions
- Create Health and Safety Plans for State mandated projects
- Maintain the OSHA 300 Log
- Ensure compliance with DOT, FMCSA, Driver Qualification documentation, Motor Vehicle Reports, and Drug and Alcohol testing, and serve as a primary contact between PTI and those organizations
- Process, manage, and maintain incoming reports of accidents and incidents; work with insurance carriers and involved parties to facilitate the claims process.
- Schedule drug screens for random, reasonable suspicion and post-accident testing as required
- Maintain, update, and implement driver qualification records per current DOT regulations
- Make additions and updates in the Federal Clearinghouse website
- Notify drivers of upcoming document expirations, obtain renewed documents, and upload on required database

- Complete any DOT audits and the annual MCS-150 Report
- Oversee fleet management and accounts for vehicle fleet
- Maintain vehicle records
- Order repair of vehicles and ensure that repairs/maintenance were properly performed and vendor invoices were accurate
- Pay interstate use taxes- UCR, KIT, KYU, 2290
- Facilitate the upfit of new fleet vehicles- decals, shelving, toolboxes, racks, gps/camera
- Assist in purchasing, receiving and assigning new and used vehicles
- Aids in proper disposal and tracking of obsolete vehicles

Other Skills and Abilities

- Knowledge of basic regulatory frameworks, general regulatory and internal control requirements as well as industry knowledge in all aspects of compliance
- Ability to maintain confidentiality
- Proficient in word processing and spreadsheet applications
- Must be highly organized and focused on delivering results

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required

- Bachelor's Degree in related field or working towards degree
- 0-1+ year work experience required

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to:

- Must be able to lift at least 20 lbs or more
- Must be able to repetitively bend and kneel

Normal Work Days / Hours:

- Monday through Friday
- 8:00 am to 5:00 pm with an hour for lunch