

Rock On Enterprises, Inc.

Job Description

Job Title: Safety & Compliance Coordinator

Reports To: Operations Manager

FLSA Status: Exempt

Prepared Date: 2/11/2025

Summary

Safety & Compliance Coordinator will be responsible for compliance with all governing agencies including OSHA, DOT, and FMCSA.

Primary Duties and Responsibilities include the following. Other duties may be assigned.

- Plans, organizes, and executes compliance programs in areas of transportation under authority of federal, state, or local discriminatory legislation and shop safety under OSHA.
- Stays current on changes to and maintains a library of OSHA, federal, state, and local transportation and environmental regulations.
- In charge of all driver recruiting, interviews, and hiring.
- Develops and conducts a training program for newly hired employees.
- Main contact for all ITO/MTO contracts, ensuring that all contracts are up to date and complete.
- First contact for all accidents and involved in accident investigation procedures, reports, and manages all claims.
- Conducts investigations to resolve complaints and report violations for adjudication.
- Plans informational programs to stimulate and maintain safety.
- Develops driver specific training action plans.
- Required to conduct ride along with drivers to analyze driving habits.
- Responsible for annual IFTA filing, IRP and, all permits that may need to be obtained.
- Maintains all permit books, insurance, and all other legal compliance for trucks.
- Responsible for administration of Drug and Alcohol policy in compliance with DOT/FMCSA regulations.
- Involved in ensuring driver applicants are qualified.
- Audits logs in compliance with DOT and FMCSA regulations.
- Analyzes drivers using tracking software. (Speed, Hard Braking, Etc.)
- Conducts surprise pre-trip and post-trip inspections.
- Conducts shop inspections in compliance with OSHA standards.
- Plans, organizes and conducts multiple monthly safety meetings.
- Attends PreCons when required.
- Visits project sites weekly per project management needs.
- Reviews SMS DOT Scores.
- Reviews safety policies on an annual basis to ensure accuracy and compliance with regulations.

Supervisory Responsibilities

Supervises employees in the area of safety and compliance.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Other Qualifications

Must be willing and able to work with a flexible schedule.

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 regularly required to talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts; outside weather conditions and vibration. The noise level in the work environment is usually quiet.

The foregoing statement describes the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required. I certify that I can perform the above essential duties with or without a reasonable accommodation.

Employee Name

Employee Signature

Date