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| Safety | SCS Job Disc. | 1.0 | 10/06/2020 | |

Position: Safety & Compliance Specialist

Position Reports to: Safety Department Manager

Required Travel: Up to 10%

Position Overview:

We are seeking a highly motivated Safety Professional to be a part of our Modern Transportation Safety Team. This candidate must be a well-organized self-starter with strong attention-to-detail and a positive attitude. This individual must be able to work well-independently as well as being a strong team player.

Our selected candidate will interact directly with terminal leadership teams and field personnel to ensure that our Safety, Environmental, and Transportation goals and objectives are carried out in strict compliance with company policies and procedures in conjunction with local, state and federal rules and regulations. This position will be based out of our corporate headquarters in Sewickley, PA.

Responsibilities:

- Manage, maintain, and execute company safety campaign and culture base around the safety technologies in the trucks.
- Actively manage compliance-related recordkeeping and file maintenance (i.e. Driver Qualification files, Vehicle Maintenance Records, Regulatory Drug & Alcohol testing files, OSHA forms and driver logs, etc.).
- Coordinate and conduct training activities as required to raise compliance awareness.
- Conduct various required EH&S staff trainings, including DOT, OSHA, FMCSA, HAZCOM.
- Champion company telematic programs.
- Work with Corporate Training and Development Department to ensure training is properly documented in our internal training tracking system.
- Work with corporate headquarters to obtain new, replacement, or renewed permits for our fleet of CMV's in compliance with DOT regulations.
- Participate in safety meetings.
- Assist in maintaining OSHA 300 logs for all locations.
- Assist with collision, incident and work injury investigations and prepare root cause analysis reports.
- Assist in maintaining and managing Modern's Responsible Care Program.
- Execute periodic reporting requirements and produce spreadsheets containing weekly, monthly, quarterly and yearly reports.
- Perform data entry of all incidents, vehicle inspections, maintenance and training file updates.

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- Review driver feedback and help in the resolution of any issues or complaints.
- Other Compliance related duties as assigned.

Qualifications:

- Safety-related bachelor's degree or 3 to 5 years of relevant work experience.
- Advanced Knowledge of ELD's.
- Advanced Event Recording Devices preferred.
- Advanced knowledge preferred of FMCSA, DOT, HMR and OSHA Safety Regulations.
- Experience with injury prevention, vehicle incident prevention/countermeasures, and behavior-based safety principles desired.
- Ability to carry out assigned tasks to completion with minimal supervision.
- Effective written and verbal communication skills.
- Effective analytical, organization and prioritization skills.
- Intermediate knowledge of MS Office Products.

Desired skills:

- Advanced knowledge of electronic logging systems.
- Intermediate to advanced knowledge of LYTX Drivecam or other camera technologies.
- Ability to create MS Excel spreadsheets and pivot tables.
- Experience in driver training and development.
- Advanced knowledge with DATA Q's process.

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