

COX PETROLEUM TRANSPORT
JOB DESCRIPTION

Job Title: Safety & Compliance Specialist

Location(s): Bakersfield

Reports to: Safety & Compliance Manager

Job Summary: The safety and compliance specialist provides high-level support to the Safety & Compliance Manager, assisting with facilitating safety training programs and providing technical support to terminal managers and safety supervisors to ensure compliance of internal and external policies and regulations.

Responsibilities include but not limited to:

- Demonstrates and promotes a safe environment at all times, providing leadership and guidance as needed
- Assists the Safety & Compliance Manager with all aspects of development, implementation, standardization, and management of the Company's DOT/FMCSA CHP Compliance Programs, including DOT Driver Qualification Files and Drug/Alcohol Programs, Vehicle Inspections, Hours of Service, Annual Review of Driving Record, Pull Notice Program, SAMBA
- Review and assist with DriveCam (onboard camera system), CSA, Speedgauge & generation of reports
- Process all accidents & claims
- Assist in screening and onboarding driver candidates with regards to compliance, regulations and company procedures
- Facilitate safety training and orientation for current and new hire employees
- Ensure all employees have current company and customer mandated training and certifications
- Coordinate scheduling of employees to attend training (or to complete training), as required to ensure a safe and incident free workplace
- Work closely and effectively with supervisors and managers to ensure employee compliance with Company and HSE Policies and Procedures
- Assist with processing and managing driver scorecards
- Assist with and/or prepare various compliance documents
- Assist in the preparation of monthly financial reporting

Skills and Experience:

- 3+ years prior experience in safety/compliance industry
- Knowledge of transportation specific regulations of the FMCSA, US DOT, CHP
- Experience with OSHA regulations and reporting
- Effective communication and analytical skills, both oral and written including high degree of skill in grammar, spelling and punctuation
- Must have ability to be fair, firm, and comfortable with enforcing policies and regulation
- Proficiency in Microsoft Office including Outlook, Excel, Word and PowerPoint
- Strong leadership skills
- Ability to work independently after initial training
- Strong ability to multi task and remain organized and efficient
- Flexibility to work extended hours and/or travel when required