

## JOB DESCRIPTION

|                        |                        |                        |     |
|------------------------|------------------------|------------------------|-----|
| <b>NAME:</b>           |                        | <b>HIRE DATE:</b>      |     |
| <b>JOB TITLE:</b>      | DOT Compliance Manager | <b>REPORTS TO:</b>     | TBD |
| <b>OPERATING UNIT:</b> | TBD                    | <b>SUPERVISION OF:</b> | TBD |

ElectriCom, a Utility Construction company founded in 1960, has experienced continuous growth since its inception. The company takes pride on focusing on family values both in the workplace and with its customer base. ElectriCom seeks employees with the ability and desire to work for a progressive company. ElectriCom offers a competitive package for both wages and benefits. Employees who show quality performance will have the opportunity for advancement and further development of skills. ElectriCom is an Equal Opportunity Employer.

### JOB FUNCTION/PURPOSE

As our DOT Compliance Manager, you be responsible for corporate DOT compliance and working directly with drivers on DOT compliance to include hours of service, maintenance, safe operation, and vehicle documentation. As manager, you will play an important role in helping operational directors, managers, and drivers by making sure the fleet safety and compliance program (driver management program) is effective and in strict compliance with FMCSA regulations.

### DUTIES AND RESPONSIBILITIES

- Provide leadership and direction to ensure the successful implementation, delivery, and administration of DOT policies, procedures, and best management practices.
- Monitors and maintains the DOT driver qualification program to ensure compliance for CDL and medical card drivers.
- Audit, maintain, and ensure driver time-keeping and hours of service logs are accurate.
- Maintenance and retention of all DOT program documentation as required by law.
- Provide DOT compliance training to all drivers/locations for current regulations and changes to regulations.
- Make recommendations to senior leadership for improving fleet safety.
- Oversee the vehicle maintenance program to ensure compliance with the DOT regulations.
- Ensures proper follow through on all commercial vehicle accidents which includes accident investigations, recording of all DOT recordable accidents and ensures DOT post-accident testing is administered according to company policy.

### COMMUNICATION RESPONSIBILITIES/ORGANIZATIONAL RELATIONSHIPS

- Serve as primary contact for DOT personnel and responding to any requests for information.
- Strong written and verbal communication skills to function at all levels.
- Be able to communication internally and externally the technical requirements in a clear and concise way.

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### QUALIFICATIONS & EXPERIENCE

- Thorough knowledge and understanding of DOT and FMSCA rules and regulations.
- Demonstrated experience creating and utilizing DOT and Safety database programs.
- 3 – 5 years of direct experience managing DOT and Driver Management Programs.
- Degree (Bachelor's or Associate's) in a Safety or Management field preferred.
- Must be a person of passion and integrity who has the drive to excel and deliver exceptional results.
- Highly proficient in Microsoft programs (Excel, Word, and Outlook)

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|------------------|--|---------------------|--|
| <b>Employee</b>  |  | <b>Line Manager</b> |  |
| <b>Date</b>      |  | <b>Date</b>         |  |
| <b>Signature</b> |  | <b>Signature</b>    |  |