



ArcBest<sup>SM</sup> is a logistics company with creative problem solvers who deliver integrated solutions for complex supply chain challenges. With services provided by less-than-truckload carrier, **ABF Freight**, and maintenance and repair company, **FleetNet America**, we are fully equipped to deliver knowledge, expertise, and a can-do attitude with every shipment and supply chain solution, household move, or vehicle repair.

ArcBest<sup>SM</sup> offers a competitive salary and benefits package. Benefits include medical, dental, vision, life insurance, 401(k), and company provided disability insurance. The environment at ArcBest is exciting, fast-paced, and full of opportunity for energetic, motivated, and results-driven professionals.

<b>Position:</b>	Manager, Safety Compliance	<b>Job Status:</b>	Full Time
<b>Department:</b>	Expedited: Claims & Safety	<b>Job Type:</b>	Professional
<b>Location:</b>	Medina, OH	<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Director, Claims & Safety	<b>Travel:</b>	20-25%
<b>Schedule:</b>	Monday-Friday, 8am-5pm	<b>Job Code:</b>	5CPM

### **General Summary:**

The primary responsibility of the Manager of Safety Compliance is to direct and supervise the daily operation of safety and compliance, ensuring all FMCSA regulations and Company policies are met or exceeded. This position includes the development, implementation, training, periodic updating, auditing and management of a comprehensive safety management program and systems to ensure compliance with government legislation, federal regulations and corporate policy. In this role, you will use your leadership skills and experience to develop collaborative working relationships with all departments, business partners, and contractors to instill and drive a culture of safety.

### **Essential Duties & Responsibilities:**

- Design and develop policies, procedures, programs, and systems to ensure the organization complies with federal, state, and local regulatory requirements.
- Manage the monitoring of business activities for compliance with applicable rules and regulations.
- Track relevant laws and regulations and direct staff to update operating manuals and procedural documents when regulations change.
- Prepare compliance status reports for internal management and regulatory agencies as required.
- Develop initiatives to measure and reduce at-risk driving behaviors.
- Oversee, manage, and improve CSA/SMS BASIC scores.
- Assist and provide support to all departments with implementing and managing a proactive, behavior-based approach to DOT compliance with an emphasis on personal responsibility, incident prevention, and management systems.
- Seek out industry best practices and effective and efficient methods to achieve operational excellence in incident prevention and DOT compliance.
- Analyze and validate the company's internal DOT accident register in comparison to the Federal SMS register, submitting Data Q challenges as appropriate.

ArcBest<sup>SM</sup> is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, sexual orientation, gender identity, status as a protected veteran, or disability. Employment is contingent upon successful completion of a background investigation and pre-employment drug screening. ArcBest is a drug-free work environment. Applicants must be eligible to work in this country and are encouraged to confidentially self-identify during the application process.



- Routinely review all accidents and supporting investigation documentation (incident and police reports, photos, etc.) to determine DOT report-ability and the requirement of DOT post-accident drug/alcohol testing.
- Review the company's driver qualification file (DQF) compliance as it relates to DOT regulations and company policy; providing training and follow-up where process improvements are identified.
- Oversee the company drug and alcohol program and liaise with the drug and alcohol third-party administrator (TPA), ensuring accurate reporting and compliance.
- Maintain post-accident drug and alcohol testing detail (CCFs, decision-making forms, missed test documentation, etc.).
- Evaluate and offer advice and implementation of solutions on complex safety and compliance issues.
- Establish systems for the monitoring of safety risks and environmental impacts through the analysis of work processes and the behavior of employees and contractors.
- Analyze accident and collision data to identify trends and accident types for intervention and prevention.
- Investigate technological solutions to improve safety performance and reduce at-risk behaviors.
- Provide support in dispute resolution and interpretation of federal regulations and company policies.
- Represent company with government and law enforcement agencies to promote the company's positive and responsible public safety image in a professional manner.

**Required Education, Experience, Certification, Licenses, Registration:**

- Bachelor's degree in safety, transportation, logistics, or equivalent.
- 5-8 years of experience in safety with a concentration in transportation safety and compliance.
- Experience networking and partnering with Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) and other governmental agencies.
- Experienced in the development of policies, procedures, programs, and systems.

**Knowledge, Skills, & Abilities:**

- Ability to obtain secret level clearance from the Department of Defense Demonstrated knowledge through formal education, training and/or experience on the principle and practices associated with fleet safety and FMCSA compliance.
- Proven ability to successfully develop and implement programs and systems to comply with federal, state and local occupational and transportation safety regulations as well as company policies, strategies, initiatives and goals.
- Comprehensive knowledge of Microsoft Word, Excel, Outlook, and Power Point
- Must be resourceful and a skilled problem solver.
- Ability to coordinate and execute multiple tasks and projects with competing priorities.
- Capable of working in a fast paced, dynamic and changing environment.
- Must be a strong leader able to lead teams and projects from concept to completion.



- Excellent verbal and written communication skills.
- Must be able to build cross-departmental relationships.
- Ability to work outside of stated hours to include weekend, holidays, and evenings.

**Reasonable Accommodation Statement:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disability to perform the essential functions.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.