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**Title:** DOT/Safety Manager

**Location:** Northern Indiana

**Position Summary:** The DOT/Safety Manager provides hands-on leadership to the site management teams specific to DOT regulations and requirements. Responsible for planning, establishing, implementing, and maintaining a variety of DOT safety programs and objectives. Responsible for assuring that training on identified topics has been completed within regulatory and internal standards. Monitors federal and state DOT regulations and provides technical support to plant personnel to ensure compliance.

**Duties and Responsibilities:**

- Ability to work closely with staff in operations, management, human resources, purchasing, production, and maintenance.
- Provide information and technical DOT safety support to production personnel.
- Prepare written programs and policies for DOT documentation and compliance.
- Identifies company DOT training needs and develops a training plan.
- Assist the local management teams developing goals to effectively reduce workplace risk and loss.
- Measure and evaluate the effectiveness of DOT programming.
- Perform periodic audits on a regular basis to evaluate facility compliance with DOT Safety regulations.
- Effective implementation of Corrective Actions to assure that non-compliance issues are corrected, transportation incidents are not repeated, and risk of loss is not increased.
- Assists and supports plant leadership to implement engineering controls to minimize safety hazards.
- Aids plant personnel in selection of appropriate transport equipment.
- Promotes safety and health awareness through internal company signage, email memoranda, newsletters and specific training programs.
- Provides support to plant leaders for safety periodic meetings.
- Assists as needed in implementation of a near miss communication program and preparation of requested reports.
- Reviews process/operating procedures/records and provides input for safety and health considerations.
- Understands federal and state DOT regulations and monitors regulatory changes as they occur.

- Provides technical support to plant personnel to ensure compliance with applicable DOT regulations.
- Advises manufacturing plants of regulatory changes with which the plants must comply, providing sufficient advance notice so that compliance on the effective date of new regulations is ensured.
- Audits practices of DOT applicable locations to ensure compliance with company programs and federal/state regulations.
- Monitors lost-time injuries/illnesses, restricted duty work, and worker's compensation claims as necessary.
- Reviews periodic plant driver meeting minutes and safety inspection reports and follows up as necessary.  
Provide incident investigation of all vehicle accidents with reports and follows up as necessary.

**Education and experience required:**

- Bachelor's degree preferred
- Minimum 5 years Transportation DOT program management experience

**Competencies:**

1. Communication Proficiency
2. Personnel Focus
3. Teamwork Orientation
4. Collaboration Skills
5. Problem Solving/Analysis
6. Responsibility/Personal Effectiveness/Credibility
7. Decision Making Skills
8. Technical Understanding of DOT Software systems and Computer based information
9. Training/Coaching/Mentorship
10. Previous experience with State regulations

**Supervisory Responsibility:**

This position has one direct report and serves as a coach and mentor for all other positions.

**Travel:**

Travel is primarily local and between locations however occasional to national locations. Schedules are flexible and will be based on a demand and needs assessments of different plants.