



Compliance Officer Job Posting

Would you like to work for a small organization making a difference? Do you like to review documents and look for discrepancies?

Check out the Compliance Officer position below:

Valley Regional Transit is looking for someone who will ensure Valley Regional Transit's (VRT) equipment, facilities, sub-recipients', contractors and safety sensitive suppliers meet the standards required by Federal, State and local agencies.

The ideal candidate will possess a Bachelor degree in a related field or equivalent experience. We would like someone with transit or federal regulatory agency experience. We need someone who is detail oriented and has very strong communication skills.

Salary: Begins at \$43,121 per year with consideration given for experience.

Benefits: Health, Dental, and Vision Insurance. Holiday pay, sick and vacation leave. Disability and PERSI retirement plan.

To apply for this position, please send your resume and cover sheet to jobs@calyx-weaver.com

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon counties in southwest Idaho. Its main responsibilities are to coordinate transit services in the two-county area and develop and implement a regional public transportation system.

VRT owns the public bus system that provides service in Boise/Garden City, and contracts with a private firm to manage its operations. In addition, VRT contracts for transit services in Nampa/Caldwell and between Ada and Canyon Counties.

Want more information? Read on:

RESPONSIBILITIES:

- Audits required vehicle, equipment and facility documentation, policies, and procedures to ensure current requirements are met.
- Conducts physical inspections and record checking to ensure compliance with regulations.
- Updates plan and policy documents related to contractor oversight, specialized transportation, and services reported to the National Transit Database to ensure performance goals and compliance is achieved.

- Confirms contractors' and suppliers' safety sensitive employees meet all required testing and training requirements.
- Documents, tracks and develops corrective action plans and timelines to correct noted deficiencies.
- Sets priorities to reduce risk and exposure of VRT and its contractors.
- Keeps current on all applicable Federal and Local regulations as it relates to transit operations.
- Performs random inspections of work and documentation at VRT, contractors, acquisition of service providers, and suppliers.
- Maintains and updates internal procedural documents to ensure data entry and reporting requirements are met.
- Records all inspections and deficiencies in document management system.
- Is the primary VRT representative during any vehicle, equipment or facility maintenance audits and inspections.

QUALIFICATIONS:

- Bachelor degree in business, mathematics or engineering or equivalent recent work experience.
- Experience in transit and or Federal regulatory agencies.
- Experience in vehicle and facility maintenance, operations and/or safety.
- Mid-level experience with Microsoft Office Suite.
- Prefer experience with Fleet-Net and/or Trapeze EAM (Assetworks) software
- Ability to obtain an Idaho class D driver's license within 60 days of hire.
- Ability to read a map.
- Above average computer skills.
- Above average math skills.
- Ability to speak, write and understand English.
- Very strong verbal and written communication skills.
- Ability to maintain a professional and courteous demeanor at all times
- Responsible to provide timely, respectful and thorough customer service to internal and external customers
- Responsible to be dependable and a self-starter

ESSENTIAL FUNCTIONS:

- Constantly involves sitting, using hands to handle or feel, reaching with hands and arms, extend times standing, talking and listening.
- Must have sufficient manual dexterity to work with the fingers and to reach/handle items.
- Involves moderate physical activity such as, but not limited to climbing stairs, boarding and alighting from buses, maneuvering into tight spaces to observe equipment repairs or locating equipment serial number or model plates.
- Must be able to lift up to 50 pounds.
- Must be able to read small print in dark, confined or awkward spaces.

Position is open until filled.

Valley Regional Transit is an equal opportunity employer.