



Job Title: Compliance Officer
Department: Operations
FLSA Status: Exempt
Reports to: Operations Director

Why is this job Important?

Reporting to the Operations Director, the Compliance Officer is responsible for ensuring Valley Regional Transit's (VRT) equipment, facilities, sub-recipients', contractors and safety sensitive suppliers meet the standards required by Federal, State and local agencies.

Big 5 Job Functions

- Audit 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.
- Update plan and policy documents related to contractor oversight, specialized transportation, and services operated directly by Valley Regional Transit to ensure performance goals and compliance is achieved.
- Confirm contractors' and suppliers' safety sensitive employees meet all required testing and training requirements.
- Document, track and develop corrective action plans and timelines to correct noted deficiencies.

PERFORMANCE RUBRIC FOR BIG 5 JOB FUNCTIONS

CRITERIA	PERFORMANCE LEVEL		
	NEEDS IMPROVEMENT	EXPECTED	EXCEPTIONAL
Audit required vehicle, equipment and facility documentation, policies, and procedures to ensure current requirements are met.	Relies on others to provide responses without personal knowledge. Does not research requirements and does not understand what to look for.	Has a clear understanding of overall requirements and procedures. If questions arise, can quickly find answers through personal research and investigation.	Becomes subject matter expert on FTA, DOT and OSHA regulations as they apply to VRT and its contractors and third party providers.

PERFORMANCE RUBRIC FOR BIG 5 JOB FUNCTIONS

CRITERIA	PERFORMANCE LEVEL		
	NEEDS IMPROVEMENT	EXPECTED	EXCEPTIONAL
Conducts physical inspections and record checking to ensure compliance with regulations.	Does not have sufficient knowledge of FTA requirements to answer general questions. Cannot determine if procurements or maintenance meets or does not meet requirements.	Understands FTA requirements for bus operations and maintenance including procurement.	Understands the nuances of the FTA regulations and procurement rules. Can be considered the primary contact for vehicle and facility maintenance for FTA inspections and Triennials.
Update plan and policy documents related to contractor oversight, specialized transportation, and services operated directly by Valley Regional Transit to ensure performance goals and compliance is achieved.	Plans and associated policies are NOT regularly reviewed and updated to ensure performance goals are being met and compliance is being achieved	Plans are regularly reviewed and updated to ensure performance goals are being met and compliance is being achieved	Plans are proactively being reviewed and updated to ensure performance goals are being met and compliance is being achieved
Confirm contractors' and suppliers' safety sensitive employees meet all required testing and training requirements	Does not understand what safety sensitive personnel means and their importance to the safety of the system. Does not understand the drug and alcohol plan requirements and reporting requirements	Understands the drug and alcohol plans and what constitutes a safety sensitive employee. Knows or can readily find the requirements for testing and options on positive test results. Can review contractors' plans and know if they are compliant.	Knows the requirements for testing and options on positive test results. Can determine if a test site meets FTA and DOT requirements and can distinguish when each type of test needs to be taken

PERFORMANCE RUBRIC FOR BIG 5 JOB FUNCTIONS

CRITERIA	PERFORMANCE LEVEL		
	NEEDS IMPROVEMENT	EXPECTED	EXCEPTIONAL
Document, track and develop corrective action plans and timelines to correct noted deficiencies.	Does not document work. Does not work with areas having deficiencies to resolve issues. Does not develop a corrective action plan. During audits or inspections, major deficiencies are found that had not previously be found or where not disclosed and reported to VRT and the Contractor	Develops corrective action plans with key personnel. Sets schedules and records plan in document management system. Follows up on plan progress through regular intervals	Corrective Action plans are complete on or ahead of schedule. Develops plans that are acceptable to other sites and personnel to ensure deficiency does not occur at any site. Works to continually improve work environment and go beyond minimum standards without hindering operations.

Additional Duties

- 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.
- Be the primary VRT representative during any vehicle, equipment or facility maintenance audits and inspections.
- Other duties as assigned.

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> • Perform inspections and develop corrective action plans when needed. • Respond to safety issues when found. • Ensure all required transit related operation regulatory programs and maintenance are kept current. 	<ul style="list-style-type: none"> • Attend appropriate training and seminars. • Develop connections within other transit agencies to help develop plans, policies, procedures • Develop professional relationships within VRT, its contractors, government agencies and suppliers. • Attend meetings as necessary.

NOT IMPORTANT	<ul style="list-style-type: none"> • Some email messages • Frantic locating of paperwork • Some meetings • Interruptions 	<ul style="list-style-type: none"> • Irrelevant email messages • Busywork
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Mission:

Valley Regional Transit’s mission is to develop and manage transportation resources and to coordinate the effective and efficient delivery of safe transportation options to the region’s citizens

What does it take to do this job?

Education and Experience:

- 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

Minimum Qualifications:

- 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

Physical Requirements – must be able to perform physical requirements of this job with or without accommodation:

- 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.

Employee's Signature	Date
Supervisor's Signature	Date