

Job Description, Director of Compliance & Training

MDR Inc. is currently seeking a Director of Compliance & Training working out of our Benicia Ca. location. This position reports to the Sr. Director of Safety and Strategic Development and is responsible for ensuring that the company complies with both outside safety regulatory requirements including Owner Standard Operating Procedures (typically public utility entities.) as well as OSHA, DOT, EPA and internal policies. The position is a leadership opportunity for a detailed orientated manager in a highly competitive underground construction industry. This is a critical role as it directly correlates to continually improving business efficiency, regulatory compliance and safety.

The Director of Compliance also designs and/or updates internal policies to mitigate the risk of the changes in laws and regulations, as well as lead internal audits of procedures. The Director of Compliance will also lead our safety and Operator Qualification training programs.

Responsibilities:

- Develop and oversee company policies and control systems to address and/or prevent violations of regulatory requirements, guidelines and internal policies and constantly seek opportunities to improve efficiencies
- Develop and implement leading indicators that will mitigate the organizations risk level
- Review and revise procedures and reports regularly to identify risks or non-conformity issues
- Prepare weekly, monthly, quarterly and annual reports (as appropriate) for senior management
- Prepare weekly, monthly, quarterly and annual reports for external regulatory bodies including, but not limited to:
 - Drug and alcohol testing
 - Operator Qualifications
 - ISNet World
 - Gold Shovel Standard
 - OSHA
- Collaborate with QC, Field Safety and HR to monitor enforcement of standards and regulations
- Lead the training department to support the continual improvement of both field and office personnel. The training program shall include:
 - Onboarding
 - Operator Qualifications
 - OSHA
 - Company standards
 - Supervisor and Management
- Provide oversight/management of Calibrated Tools program, including management of stocking /inventory and calibration schedule
- Lead job site incident, near-miss and occupational injury investigations to determine probable causes, and make recommendations for corrective action and reporting
- Review the work of all divisions to identify compliance issues and provide guidance for the division and/or the training department
- Stay up-to-date with regulatory developments within or outside of the company as well as evolving best practices in compliance control

Compliance Manager Skills and Qualifications:

- Associate's or bachelor's degree in Safety Engineering, Industrial Hygiene, or Construction Management or related field a minimum of five years of related experience
- Exceptional ability to develop and maintain relationships within cross-functional teams and matrix organizations
- In-depth knowledge of the industry's standards and regulations
- Excellent knowledge of reporting procedures and record keeping
- Methodical and diligent with outstanding planning abilities
- An analytical mind able to "see" the complexities of procedures and regulations
- Excellent communication skills

To apply: please send a resume to HR@accu-bore.com