



## Job Description

<b>Job Title: Compliance Director</b>			
<b>Division:</b>	Admin \ Employee Support Services	<b>Job Code:</b>	700
<b>Location:</b>	Pratum Admin Office 2995 Ryan Drive SE Salem, OR 97301	<b>Travel Required:</b>	Yes: between sites, some out of area trainings including some overnight
<b>Level\Pay Range:</b>	Director \ \$90,000 to \$120,000 annual salary	<b>Position Type:</b>	Exempt, salaried
<b>Reports to:</b>	Mark Garland, HR VP		

### PURPOSE

The primary purpose of this job is to ensure that Pratum Co-op is compliant with all regulations related to our various operations and products, fulfilling Pratum's overall mission to be **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

### TASKS & RESPONSIBILITIES

1. Keep Pratum's site facilities in compliance with DEQ, EPA, BOLI and other state, local or industry specific regulations; related postings and record keeping are posted, being on-site for applicable visits and walk-throughs.
2. Ensure that fertilizer, chemical and seed labeling is compliant with state regulations.
3. Ensure that regulatory licensing is up-to-date for crop consultants, applicators, etc.
4. Ensure HAZMAT trainings are taking place as required by law for DOT drivers.
5. Organize annual Hazwoper training courses for applicable employees.
6. Oversee DOT driver compliance including online driver file management, and compliance related to hours of service and logbooks.
7. Ensure monthly equipment safety checks are done for CMVs, forklifts, lift trucks, loaders, etc. using Whip Around.
8. Ensure company R&M program is current and functioning properly for CMV's and for each non-DOT vehicle and equipment using Whip Around.
9. Ensure vehicle registrations, certifications, filings and records are current with DMVs and DOT, taking care of new vehicle purchases and disposals.
10. File extended weight permit renewals (COVP) annually.
11. Maintain Oregon commercial renewal for motor carrier Y plate trucks.
12. Assist with liability insurance management; obtain required bonds and certificates as needed
13. Annual or bi-annual inventory of vehicles and equipment to ensure changes have been updated, assisting the accounting team with accurate vehicle and equipment lists.
14. Keep "DOT Supervisor" and "DOT DER" training current per DOT requirements.



## Job Description

### EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum’s Values
  1. **Integrity:** always doing the right thing
  2. **Safety:** committed to a safe environment for our employees and customers
  3. **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
  4. **Results Oriented:** delivering on your promises
  5. **Teamwork:** respecting one another with humility, working with the ag management team
  6. **Stewardship:** careful and responsible management of our resources and environment
  7. **Customer Service:** exceeding expectations of those we serve
- Passionate engagement with Pratum, motivated to contribute to Pratum’s success and the fulfillment of our mission, vision and values
- Keep current on all changing regulations, also obtaining skills and training to gain proficiency in each task area above, especially with regard to DOT drivers.
- Teamwork with safety director and other managers, develop and maintain good relationships
- Ability to effectively lead and manage administrative staff
- Stay current and advise on new regulations and legislation that will impact regulations that relate to our business units.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- BSc in occupational safety and health or relevant field is preferred
- 5+ years of proven experience as a compliance specialist
- Good knowledge of data analysis and risk assessment

### PREFERRED SKILLS & ABILITIES

- Excellent organizational skills
- Self-motivated, ability to figure things out on their own
- Outstanding attention to detail and observation ability
- Exceptional communication and interpersonal abilities
- Ability in producing reports and developing relevant policies

Prepared By:	Mark Garland, HR VP	Date:	June 8, 2022
Approved By:		Date:	<a href="#">Click here to enter a date.</a>
Last Updated By:		Date/Time:	
Employee Name:		Email:	
Employee Signature:		Date:	



# Job Description

## Physical Requirements

### General Notes:

Though this is a director position, there are still some physical requirements

### Tools & Equipment Used:

Typical office equipment, pickups, ladders, and various safety equipment.

### ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting				X		2	<= 8
Standing				X		2-3	4
Walking				X		1	3
Change Positions?				X			

### LIFTING AND CARRYING

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs			X		
51-75 lbs			X		
>75 lbs		X			

Maximum # lifted/carried without assistance 80 Lifts/carries exceeding this weight are done with 2 people or lift device

### OTHER PHYSICAL REQUIREMENTS

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist		X			
Crouch/squat				X	
Kneel/Crawl			X		
Walk-Level surface				X	
Walk-Uneven surface			X		
Climb Steps/Ladder			X		
Work at heights		X			
Reach at or above Shoulder		X			
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing			X		
Operate foot controls		X			

ENVIRONMENT:  Inside 75 % of time  Outside 25 % of time  
 Temperature Extremes  Yes  No Vibration  Yes  No  
 Works on or around moving machinery or mechanical parts  Yes  No

### SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Representative(s):

Print Name	Title	Signature	Date