



# Transportation Compliance Coordinator – Calgary, AB

Certarus Ltd (“ Certarus ”), a leader in the delivery of natural gas fuel, has an opening for a Transportation Compliance Coordinator to join their team in Calgary, Alberta. Certarus is a private company with a focus on operations in the USA and Western Canada. For more info visit [www.certarus.com](http://www.certarus.com).

## Summary

The Transportation Compliance Coordinator will be responsible for assisting the HSE & Transportation Manager in day-to-day operation of the Transportation Compliance program at Certarus. The Transportation Compliance Coordinator will support all transportation compliance functions across Canadian and US trucking operations. This position will report directly to the HSE & Transportation Manager.

## Job Description

- Serve as supporting member of the Joint Health & Safety Committee
- Manage log book dashboard and ELD software
- Monitor driver Hours of Service compliance using electronic log book software
- Manage GPS dashboard & monitor driver behavior using GPS software
- Manage Certarus IFTA accounts and complete quarterly reporting requirements
- Coordinate commercial vehicle registrations and manage Prorate/IRP accounts
- Coordinate vehicle permits & licensing
- Track & report Safety Fitness/Safety Measurement System performance
- Maintain all CVSE/DOT inspection & violation records
- Maintain driver qualification files
- Complete driver Abstract/MVR checks
- Assist in trucking contractor management program
- Track & report statistics related to transportation compliance performance
- Assist in data collection for incident investigations
- Assist hiring managers with driver onboarding, documentation and recordkeeping
- Support adherence to company policies and regulations governing Certarus operations
- Advise management of compliance concerns
- Assist in Health, Safety & Environment Program coordination as needed
- Perform other special projects as assigned

## Requirements

- Strong knowledge of Canadian & US trucking regulations including Driver Hours of Service, Vehicle Inspections, Transportation of Dangerous Goods/Hazmat, etc.
- Bachelor's Degree an asset
- Transportation, Logistics or Supply Chain education preferred
- 2 – 3 years in a transportation compliance role for a carrier(s) with Canadian and US operations
- Field experience in truck transportation an asset
- Self-starter capable of working under minimal supervision
- Demonstrated organizational skills
- Excellent written and verbal communication skills
- Proficient in MS Office with an aptitude to learn new computer programs quickly

Certarus offers a competitive compensation package and the ability to join a dynamic growing company within the oil & gas sector.

Please send resume and cover letter to: [careers@certarus.com](mailto:careers@certarus.com).