

## Drug & Alcohol Compliance Coordinator

Pittsburgh Regional Transit is seeking a Drug & Alcohol Compliance Coordinator to support Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT)'s Drug Alcohol Program Manager with implementing the federally mandated Drug & Alcohol Compliance Program. This employee will serve as the company's back-up to the Designated Employer Representative (DER).

### Essential Functions:

- Supports the activities of FTA & FMCSA Drug and Alcohol Compliance Program which includes but is not limited to:
  - Participate in the development and administration of drug and alcohol testing agreements.
  - Reports all results, including refusals to test, to supervisors.
  - Participate in the RFP process for contract services for drug and alcohol testing including collection sites, testing laboratories, Medical Review Officer (MRO), and Substance Abuse Professional (SAP).
  - Works with Substance Abuse Professional to obtain the recommended treatment.
  - Conduct drug and alcohol awareness training for all employees and Supervisor Drug and Alcohol Training.
  - Responsible for comprehensive knowledge of regulations, such as 49 CFR parts 40, 655, and 382 DOT CFT part 40. Maintains awareness of federal regulations and guidelines related to drug and alcohol testing. Revises PRT's Drug and Alcohol policy and procedures to comply with all regulatory changes/revisions. Assures that current and legal information pertaining to drug and alcohol is disseminated to responsible parties.
  - Scheduling Random and Follow-up Testing.
- Utilizing PeopleSoft HRMS enters and maintains PRT's driver's license database; notifies locations of employee violations and license suspensions, revocations, and expirations. Acts as the liaison between PennDOT and PRT on drivers' license issues.

### Job requirements include:

- BA/BS degree in Psychology, Social Work, Human Resources Management, Business Administration or related field with Behavioral or Medical Science from an accredited school. Experience may be substituted for the education on a year-for-year basis.
- Minimum of three (3) years of experience in Substance Abuse Program Management or directly related field, Department of Transportation (DOT) drug and alcohol compliance auditor, or FMCSA compliance specialist, or Medical Review Officer Assistant.
- Effective and professional communication skills.
- Classroom instruction and training experience.
- Demonstrated ability in the use of Microsoft Windows, Excel, and Word.
- On call availability 24-hours-a-day.

### Preferred attributes:

- Minimum of two (2) years performing DOT drug and alcohol collections, Designated Employer Representative, , or Substance Abuse Professional.
- Knowledge and understanding of Federal Transit Administration (FTA) and Federal Motor Carrier Safety Administration (FMCSA) regulations.
- Professional Certification for Drug collector, Breath Alcohol Technician, Designated Employer Representative, Medical Review Officer Assistant, or Substance Abuse Professional .
- Experience using Drugpak software or FMCSA Clearinghouse database.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Missy Ramsey  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[MRamsey@RidePRT.org](mailto:MRamsey@RidePRT.org)  
EOE