

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.
 - 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.
 - Completing DOT Drug and Alcohol verifications.
 - Participate in the RF process for contract services for drug and alcohol testing in including collection sites, testing laboratories, Medical Review Officer (MRO0, and Substance Abuse Professional (SAP).

Job requirements include:

- BA/BS degree in Business Administration, Human Resources Management, Psychology, Social Work 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 one (1) year of experience in Department of Transportation (DOT) drug and alcohol compliance auditor, or FMCSA compliance specialist, or Medical Review Officer Assistant/DOT drug and alcohol collector.
- Effective and professional communication skills.
- Classroom instruction and training experience.
- Demonstrated ability in the use of Microsoft Windows, Excel, and Word.
- Rotating on call availability 24-hours-a-day.

Preferred attributes:

- Minimum of two (2) years performing as a Designated Employer Representative.
- 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, or Medical Review Officer Assistant.
- 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:

Amy Giammanco
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
AGiammanco@RidePRT.org
EOE