



Safety & Regulatory Analyst

Wolverine Pipe Line Company is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 85 employees in the three states we operate - Michigan, Indiana and Illinois. Wolverine operates 700+ miles of active steel pipeline in three states, connecting Chicago refineries to terminals in Michigan and Northwest Indiana and moving product west to east. We transport over 350,000 barrels or 14.7 million gallons of refined products a day. Wolverine also provides approximately 30% of Michigan's daily refined products supply. We deliver the products that fuel the nation.

Wolverine does not own the product we ship. We are strictly a transport vehicle for our customers, much like UPS or FedEx is for packages. The Federal Government regulates the tariffs Wolverine charges to transport products between origins and destinations.

Why Should You Apply?

- We hire for the long term and we invest in your success.
- We offer an outstanding benefits package that includes medical, dental, vision, paid vacation and holidays and 401k with company matching and additional company contribution after one year of service.
- Excellent compensation.
- Low employee turnover rate.

Benefits:

Wolverine offers a competitive Total Rewards Package that consists of:

- Medical/ Dental/ Vision Insurance
- Life Insurance Plans
- Paid Time Off
- Tuition Assistance
- 401(k)
- Employee Recognition Programs

Essential duties and responsibilities: (Not all inclusive)

- Communicate effectively with team members, leadership, field personnel and agency representatives (as needed) for coordination, planning and understanding of regulatory requirements
- Maintain mandated safety and health records including company and external sources
- Prepare and present communications on reoccurring and new safety and health issues to team members
- Participate in and/or coordinate regulatory and Safety, Health and Environmental (SH&E) assessments as required; interact with regulatory agencies
- Coordinate the collection of and analyzing of regulatory metrics throughout the year and complete agency and industry reporting
- Administer SharePoint sites and tools assigned to you
- Utilize ISN for contractor administration including adding contractors to our preferred contractor list (PCL) and reviewing PCL exceptions.
- Administration of Personnel Change Notifications (PCN)
- Prepare internal reports with analysis to communicate safety KPI's to the Leadership Team, including ad hoc original reports and analysis as needed
- Assist with planning meetings, trainings, events and securing venues as needed
- Provide financial support by routing AFEs, creating P.O.s and cost tracking against the budget
- Maintain company standards and manuals as assigned
- Assist in incident investigations and provide communications to the organization
- Provide support to the administrator of the company's DOT FMCSA Commercial Vehicle Driver Program
- Provide support to the administrator of the company's DOT Operator Qualification Program
- Maintain and update company-wide training database

- Support the company's training efforts on matters related to mandated DOT and OSHA regulations, guidelines and policies
- Review company materials, such as procedures, JLAs, Manuals, Safety Programs, for errors and accuracy
- Fill the role of the company-wide Pipeline Safety Management System (WIMS) coordinator and support WIMS system stewardship as owner or administrator for systems that may be assigned
- Behavior based safety program coordination and data management
- Incorporate best practices into company standards
- Prepare original content for distribution company-wide including presentations, bulletins, memos
- Regular attendance

Education, prior work experience and specialized skills and knowledge:

- Associates degree or higher in a safety-related field or three (3) years' experience in SH&E
- Strong communication skills (verbal and written)
- Adept in Microsoft Office Suite (Excel, Word & PowerPoint) and Adobe
- Must be logical and analytical with ability to understand big picture issues but work the details
- Strong planning and organizational skills, must be highly motivated and a self-starter
- Requires some ability to work independently as well as be an effective team player
- Requires client and customer focus with frequent independent interaction internally and externally

Physical environment/working conditions:

- Normal office environment
- Occasional travel
- Occasional climbing stairs, standing, walking, kneeling, stooping, and bending
- Frequently reaching for and gripping objects.
- Ability to occasionally lift up to 40 lbs.
- Frequent sedentary position
- Frequent telephone use and reading
- Frequent use of office equipment

Other:

- Access to proprietary information

It is the policy of Wolverine Pipe Line Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, veteran or other legally protected status.