



Position Title

Fleet and Safety Specialist

About the Company

TruVista, headquartered in Chester, SC, is an integrated communications and technology solutions provider delivering voice, data, wireless, security and video services to business, residential and wholesale customers. The company has a proud legacy of serving rural customers, combining strong financial performance with quality products, reliable services and exceptional customer service.

Position Summary

The Fleet and Safety Specialist will assist the Safety/Maintenance/Fleet Manager by performing the following duties:

Responsibilities and Duties (not all inclusive)

- Perform building inspections (30 locations in South Carolina and Georgia)
- Perform data entry using in-house information management systems (NISC, WEX, and AZUGA)
- Assist contractors with equipment and system inspection/certification, as needed (fire-extinguisher, FM-200, alarms, etc.)
- Must actively participate in safety training held in-house, such as forklift, defensive driving, first aid, etc. (Certification will be required post hire, if not already)
- Monitor Safety Training dates
- Perform administrative duties for Safety and Fleet programs (data entry, filing, etc.)
- May perform Courier duties at times – MUST possess and maintain a valid driver's license and clean driving record...MAY be required to meet DOT standards, to include medical certification
- Perform other duties as assigned

Minimum Requirements

- Working knowledge of OSHA safety regulations and standards
- Knowledge of general building and grounds repair and maintenance
- Ability to become certified as a trainer in Forklift, Defensive Driving, First Aid and other topics
- Ability to speak to and instruct employees in a group training setting
- Ability to communicate with co-workers and various business contacts in a professional and courteous manner
- Ability to follow oral and written instructions
- Ability to pay close attention to detail
- Ability to work independently, with little or no supervision
- Ability to function as a team player
- Must be available for limited travel, with possible overnight stays
- High school diploma or GED; some technical college preferred; Or an equivalent combination of education and experience
- One to two years of Safety experience, preferred
- Strong work ethic, ability to multi-task, organized
- Self-motivated, with a willingness to learn and improve each operation
- Dependable, reliable and trust worthy
- Computer literacy, including experience with Microsoft Word, Excel, and Outlook



Additional Requirements:

- Must possess and maintain a valid driver’s license and clean driving record.
- Must undergo pre-employment background check to include Criminal, Credit, and Driving History – results must be acceptable
- Must remain in compliance with any federal/state regulations, as well as TruVista company policies and regulations

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or fingers; handle or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. Machinery operation requires the use of safety equipment to include, but not limited to, eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothing and jewelry are not permitted. Regular use of tools/equipment, to include ladders, pallet jacks and pallet stacker

Benefits

Comprehensive benefits package includes medical, dental, life insurance and vision coverage, 401k savings plan with company match, paid vacation and holidays, and many more excellent benefits.

FLSA and Employment Status

Non-Exempt, Full Time

How to Apply

Complete an online application at www.truvista.net/careers. Resumes may be submitted to employment@truvista.biz – please list the position title in the subject.

Note: All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete an application and/or interview process should contact a management representative.