



**Summer Internship Program**  
**May 26, 2020 - August 7, 2020**  
**External Employer**  
**Job Description**

**Employer:** Ullman Oil  
**Assignment Address:** 9812 East Washington Street, Chagrin Falls, OH 44023  
**Job Category (Select up to 2):** Human Resources Marketing/Sales/Social Media  
**Work Schedule/Hours** 10 hours per week  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

**Company Profile:** (e.g., in one or two sentences, describe your business)

Ullman Oil supplies NE Ohio and other communities with a full line of petroleum products. Safety and customer care are the main focus. The Safety/Recruiting department supports this mission by focusing on SAFETY, SERVICE, TEAMWORK, and SUCCESS. We focus on developing and maintaining a safety focused operation and culture, by recruiting, qualifying, training, and developing driver candidates and other employees in safe and best practices and ensure compliance with all regulating agencies and industry standards.

**Job Responsibilities:** (e.g. functions and/or projects)

- Assist in the evaluation, planning, development of all programs.
- Assist in monitoring and coordinating safety, recruiting, training, and/or compliance for drivers and other employees, including accident investigations, safety training, and continuous improvement. Conduct regular safety inspections to include evaluation of safe work behaviors of all personnel, facilities, equipment, practices and more.
- Assist with the coordination and facilitation of driver safety meetings and training.
- Manage required records in accordance with FMCSA, OSHA, and other government regulating agencies and company policies and procedures
- Work in collaboration with management toward the continued success of our safety, recruiting, training, development, and compliance programs.
- Perform safety surveys and inspections. Prepare findings with recommendations for corrective or preventive measures and follow up.
- Other duties as assigned based on Safety-Compliance-Recruiting, and Training goals.
- Support consistent implementation and maintenance of company-defined safety and training process and systems. Maintain, order, manage, and distribute safety and compliance related resources.

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Ability to communicate effectively, both orally and in writing.
- Ability to maintain a high level of confidentiality.

- Strong work ethic, people and organization skills required.
- Flexibility and willingness to learn multiple functions in areas of Safety, Compliance, Recruiting, HR, Training and more.

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Business, HR, EHS or similar declared major or interest.
- Some safety , recruiting, HR, or training background.