

Position Description

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| Job Title: | Safety & Human Resources Coordinator | Reports To: | Deputy Director of Human Resources | | |
| Department: | Human Resources | | | Date: | 1/2/2025 |
| FLSA Status: | Exempt | Pay Grade: | L | FTE: | 1.0 |

General Job Summary

This position has a variety of Human Resources responsibilities including but not limited to safety, workers compensation, recruitment, onboarding, employee leaves, wellness, and customer service.

| Duties and Responsibilities | | Estimated % of Time |
|-----------------------------|--|---------------------|
| 1. | <u>Safety</u> - Review, recommend, and provide training and education to employees in safe and efficient work methods and industrial hygiene to minimize the risk of work related injuries, incidents, and accidents. Ensure compliance with DSPS and other regulations. Partner with external consultants to coordinate training in: bloodborne pathogens, confined space, lockout/tagout, excavation, hazardous communication, hearing conservation, personal protective equipment, emergency evacuation, first aid/CPR, equipment safety, general shop safety, etc. Maintain a backup copy of the Safety Data Sheets in the Human Resources Office as compiled from the various departments. Audit work practices to ensure the safety-related policies and procedures are being followed by employees. Coordinate and chair regularly scheduled Safety Committee meetings. Manage Fleet Safety Program. Review and analyze injury, incident, and accident reports to determine safety issues root cause and trends, develop necessary training to mitigate reoccurrence. Process auto claims. Work with supervisors to ensure safe work practices are followed. | 40% |
| 2. | <u>Employee Wellness program</u> - Manage the Town’s employee wellness program including coordinating and chairing the Wellness Team. Take the lead on developing a multi-dimensional wellness program. Provide employees with annual wellness fair, health screenings, flu vaccines, and other available wellness programs. | 10% |
| 3. | <u>Employee Leaves</u> – Manage Family and Medical Leave, Short and Long Term Disability, and Workers Compensation programs. Assist worker’s compensation and liability carriers in investigation of claims. Maintain data to file annual DSPS report. Manage the return to work program. Process and monitor all leaves to ensure compliance. | 20% |
| 4. | <u>Recruitment & Onboarding</u> - Lead seasonal recruitments and assist with regular full-time and part-time recruitments. Create recruitment plans and identify markets to attract diverse applicants. May attend recruitment fairs, establish connections with and visit area schools, schedule and participate in phone, virtual, and in-person interviews. Assist hiring managers in writing interview questions and identify appropriate pre-screening testing. Prepare correspondence with applicants and new hires. Participate in human resources onboarding. | 15% |

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| 5. | <u>DOT/Drug Testing Program</u> - Manage the DOT/CDL Drug and Alcohol Testing Program. Coordinate testing between supervisors and the medical provider for affected employees. Manage CDL Program to ensure drivers have valid and appropriate licensure. | 5% |
| 6. | <u>Administrative & Customer Service</u> - Create and maintain employee personnel, medical, benefit, training materials safety records, and follow retention requirements. Respond to employee questions regarding various human resources topics and refer as necessary. | 10% |
| Perform additional duties as assigned and attend the Town required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the Town or governmental authority. | | |

Required Minimum Qualifications

Education & Experience

- Bachelor’s degree in Business Administration with an emphasis in Human Resources, Occupational Safety or a related field.
- 2-3 years of general human resources and occupational safety experience.
- OSHA-30 certification or ability to obtain within 6 months of employment.

Knowledge, Skills, and Abilities

- Knowledge of Local, State and Federal employment laws and human resources policies, procedures, practices, and related statutes.
- Knowledge of CDL and DOT regulations including Drug and Alcohol Testing requirements.
- Proficiency with Word, Excel and the ability to learn the Town’s HRIS.
- Excellent interpersonal skills and the ability to establish and maintain effective working relationships with all Town staff.
- Skill in conducting and coordinating recruitments, including writing interview questions and conducting interviews.
- Skilled at managing personal sensitive information with confidentiality and discretion.
- Skilled at managing and prioritizing multiple responsibilities.
- Skilled problem solving injuries and incidents and provide innovative ideas and solutions to mitigate recurrence.
- Ability to professionally communicate orally and in writing with all Town staff, residents, vendors, and public officials.
- Ability to prepare and maintain accurate and complete records, files, and reports.
- Ability to lead cross-functional safety and wellness committee meetings.
- Ability to plan, organize, and present training activities to diverse employee groups.
- Ability to analyze report data, draft policies, and coordinate training.
- Ability to manage conflict and change.

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

Computer, laptop, phone, multifunction copier, scanner, fax, calculator, and other general office equipment.

Working Conditions

Work is primarily in a climate controlled office environment. Typical hours are Monday – Thursday 7:00 am – 4:30 pm and Friday from 7:00 am – 11:00 am; however additional hours may be required to complete projects or occasionally attend after hour meetings and conferences.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

Generally a sedentary position working in a professional office environment. Regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms. Frequent talking, hearing/listening, seeing/observing, and performing repetitive motions. Occasional physical activities such as stooping, kneeling, crouching, standing, walking; lifting, carrying, pushing, and pulling up to 10 pounds.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.