

### **Position Summary**

Participates in direct contact with Management, coordinates MSHA and OSHA safety program; makes inspections and conducts safety training; and performs related duties as required. DOT inspections, files setup, repair logs, and field observations would be included in the duties. 50% Paperwork /Office duties and 50% field time would be required.

### **Position Responsibilities:**

- Maintain minimal company exposure to lawsuits by keeping abreast of legislations affecting HR. Advise and train management and monitor company policies and procedures to ensure compliance with all existing governmental, labor and legal reporting requirements including any related to the Equal Employment Opportunity (EEO), the American with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and Fair Labor Standard Act (FLSA).
- Ensures that OSHA recordkeeping and reporting requirements are met along with all federal, state, and local safety laws, regulations, codes, and rules are observed in all facilities.
- Identify health and safety hazards and determine proper courses of action to mitigate hazards; conduct accident investigations and identify unsafe conditions and practices; analyze situations accurately and adopt timely and effective recommendations; interpret safety and environmental laws and regulations; plan and present safety training programs; write policies and procedures pertaining to safety issues including Independent Contractor Contract; communicate effectively orally and in writing; establish and maintain effective working relationships.
- Develops health and safety procedures and programs for all departments and monitors safety compliance to reduce risks. Maintains contingency plans, including fire prevention, and procedures for controlling hazardous spills in accordance with government regulation and insurance company requirements.
- Monitors policies and establishes inspection schedules with all DOT and non-DOT equipment, which may include but not limited to heavy equipment, burners, and any other mining equipment accessible by personnel out in the field.
- Monitors activities where accidents could occur, halting any operation that constitutes an imminent hazard to personnel or equipment damages including health, and environmental risks.
- Investigates and prepares First Reports of Injury for Workers Comp claims, including equipment damage reports for Auto Policy and or General Liability and claims involving the division; Inspects Facilities, Equipment, Work Practices, and Safety devices for conformance with legal requirements; conducts industrial and environmental sampling, including but not limited to atmospheric testing in confined spaces, water testing, and noise monitoring; report's findings and recommends changes to establish safer working conditions; Inspects to ensure safety compliance.
- Evaluates all the Independent Contractor Contracts on yearly bases for any liabilities concerned with company Interest and recommends changes to comply with FMCSR.
- Meets with employees and managers to study safety problems and develop policies and procedures which will decrease the risk of injury or loss; responds to employees' concerns about on-site safety and health; coordinates and runs monthly divisional safety meeting.
- Assists with the development of divisional safety policies including but not limited to Emergency Action Plan, Hearing Conservation, Respiratory Protection, Confined Space, Bloodborne Pathogen, and Lock-Out/Tag-Out, MSDS Programs; assists with the development of procedures regarding emergency management response planning and workplace safety; reviews federal, state, and local safety regulations and recommends policies and procedures to comply with these regulations.
- Develops and provides individual, on-site, and classroom counseling and training to division staff on safety practices and policies, including but not limited to CPR and First Aid Certification training, accident prevention, accident reporting and new hire including experience personnel safety orientation; develops safety training materials and newsletters; including but not limited to Hazardous Materials Awareness, Hazwoper, Defensive Driving, Confined Space; keeps records of safety training to comply with the 10-hour OSHA Certification for field personnel and 30-hour OSHA Certification for Managers under General Industry
- Advises General Management on environmental and safety matters, laws, and regulations affecting the company or pit sites and or projects, represents the interests of the company's sites to the President of the company; advises and



informs General Manager of safety problems and trends at the pits or division; develops with managers a safety goals and objectives for the upcoming years.

- Writes, maintains, and educates division and new hire employees about work procedures, manuals, protocols, operation plans, etc. for safe and consistent performance of site or project-specific activities
- Serves as the primary on-site liaison with OSHA and other regulatory agencies; accompanies inspectors during visits to work sites; communicates results of inspections to General Management and Site Manager and recommends procedural changes to ensure competence to requirements when necessary.
- Stays current with professional literature and attends seminars with governmental compliance requirements under OSHA, MSHA, FMCSR, DOT, PHSMA, and other identities that may come along depending on the project the company gets involved.
- Lead Human Resources practices that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality of work, high productivity standards and goal attainment through proper recruitment, ongoing development and training of employees. Create an in-house employee training system that addresses company training needs, new employee orientation and on boarding
- Work with top management to set staffing goals and strategies. Screen, interview, recruit and investigate all candidates. Ensure that all potential employees are the right fit for our company culture. Ensure that candidate's possess the minimum qualifications for the position, and that they are the right fit for our company culture.
- Act as the company representative at grievances with EEO and unemployment cases.
- Provides guidance to field Managers in the handling of layoffs, staff reduction, terminations, recalls, and leaves of absence of employees, and local employee relations issues. Keeps record and exercises care that reasons are well documented and are not arbitrary or discriminatory.
- Oversees preparation of job descriptions and compensation programs. Seeks incentive programs that encourage excellent performance and increase retention rates. Determine all qualifications and required skills by evaluating current employees performing the job. Coordinate an annual maintenance review with every employee to ensure that each have a current job description.
- Provides guidance to supervisors and employees on problems originating from individual work situations or work environment. Advises and assists employees, upon request, to resolve personal problems. Counsels management and employees on grievances and complaints. Takes appropriate steps to see that they are resolved or channeled to management, if necessary.
- Oversees maintenance of accurate and complete personnel records. Ensures that rules concerning confidentiality and retention are followed.
- Must demonstrate and maintain an excellent record of punctuality and attendance.
- Performs other related duties as assigned, may supervise clerical person in posting of OSHA log and other administrative work.

#### **Position Essential Skills**

- Must be able to perform each position responsibility satisfactorily.
- Company commitments often demand timely, innovative thinking and actions.
- Requires well-developed communication skills and the ability to maintain positive and cooperative working relationships
- Must have excellent judgment, leadership and communication skills.
- Must exhibit creativity and innovation in problem solutions; must be broadly focused and able to manage multiple efforts concurrently.
- Ability to understand and follow instructions and to express ideas effectively, both orally and in writing.
- Ability to work with a variety of skilled, unskilled, professional, and administrative personnel.
- Demonstrated ability to coach employees and management through complex, difficult, and emotional issues.
- Solid Microsoft Office skills including Excel, Word, and Power Point.

#### **Minimum Qualifications:**

- Knowledge of accident prevention and industrial safety practices related to the assigned division; safety and occupational health laws and procedures (i.e. TX OSHA and Texas Labor Code, or another state's equivalent);



methods of assessing safety hazards and controls; hazardous materials storage and transfer procedures; emergency preparedness activities; record-keeping practices; basic First Aid; CPR.

- Must have knowledge of OSHA, MSHA, and FMCSR acts, preferably with a OSHA 501 or MSHA Certification
- Minimum 5 years experience in a Safety Management position on the Construction industry preferred.
- Bilingual in English/Spanish is highly preferred.
- Knowledge of employment law and other government compliance regulations.

**Reporting to this position:** No Direct reports

**Position Physical demands and Work environment:** The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the responsibilities of the Human Resources Generalist job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The ability to sit in front of a computer for periods of time. The ability to communicate effectively with all levels of the company using email, telephone, or face-to-face conversations. The ability to lift 0-30 pounds. The ability to perform the essential functions of the position physically and mentally, with or without reasonable accommodation. The ability to report to work on a regular basis.
- **Work Environment:** This position is performed from an office. The noise level in the work environment is usually quiet to moderate.

**General sign-off**

- The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.
- \*\* This job description is not an exhaustive statement of duties, responsibilities, or requirements and does not preclude management’s authority to add or change duties or responsibilities. Individuals requiring accommodation should contact a Human Resources Representative.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

