



### Job Description

<b>Position Title:</b>	HR Director	<b>Department:</b>	Human Resources
<b>Reports To:</b>	Chief Financial Officer	<b>FLSA Status:</b>	Exempt <input checked="" type="checkbox"/>
<b>Revision Date:</b>	6/24/2024		Non-Exempt <input type="checkbox"/>
<b>Career Level</b>	Support <input type="checkbox"/>	Prof/Indv.Cont. <input type="checkbox"/>	Mgmt. <input type="checkbox"/> Sr. Mgmt. <input checked="" type="checkbox"/>

#### Job Summary:

The HR Director is responsible for designing, delivering, and maintaining efficient and relevant HR processes, programs, policies, and procedures to ensure Plote Construction Inc. and its various divisions and entities are supported and enabled. HR services and areas of responsibility include talent acquisition, onboarding, compensation, benefit administration, training and development, records management, safety and health, employee relations and retention, compliance, and labor relations.

#### Job Duties and Responsibilities:

- Develops human resources strategies and solutions by organizing, collecting and analyzing information; recommending solutions and options that are customized to support a fluid people/staffing environment found in construction and project driven companies.
- Works closely with CFO to develop and deliver strategic initiatives, that are relevant, executed timely and efficiently, with specific outcomes.
- Oversees the talent acquisition practices for non-union workforce driving efficiencies and ensuring the attraction and retention of exceptional talent. Setting up this practice for success with both the hiring manager and candidate experience in mind.
- Guides teams in support of both union and non-union onboarding and develops strategies to right-size and customize an onboarding experience that sets new employees up for success regardless of location or level.
- Contributes to strategies for employee benefits, in close collaboration with CFO and President. This includes health and wellness benefits and retirement benefits. Assessing data and benchmarking and making recommendations to deliver an industry competitive benefits program.
- Design and implement performance management systems, process, and training to align with the company goals. Providing guidance and coaching to managers on performance improvement and development.
- Create compensation programs in alignment with company goals, monitoring trends and recommending policy/program adjustments as needed to maintain competitiveness and internal equity. Administer compensation programs in alignment with performance, hiring, and promotions.
- Developing and maintaining various policies, procedures, handbooks, and announcements. Setting a tone and structure that fits with the Plote culture and business needs. new hire paperwork and policies to reflect the most current requirements from local, state and federal authorities.



- Manages and resolves complex employee relations issues, leading exceptional people practices, coaching and advising leaders, supporting and coaching employees, and ensuring compliance with employment laws and regulations while fostering a positive work environment.
- Partner with accounting on payroll and invoicing activities specifically as it relates to maintaining or streamlining cross functional onboarding processes, and streamlining the invoicing or data changes by and between insurance carriers, HR, payroll, and accounting.
- Overseeing and contributing as needed to the submission of yearly state and federal reports such as ACA filing and EEO-1 reporting. Keeping up to date of any local, state or federal regulation changes and implementation. Providing guidance and implementation of any state or federal regulations and changes.
- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions. Perform all other duties and tasks as assigned
- Foster a positive organizational culture that values diversity, equity, and inclusion. Implement initiatives to enhance employee engagement, develop mechanisms to track and monitor employee engagement and to develop plans for improvement.

**Required Education & Experience:**

- Bachelor's Degree in HR, Business, Communication or 5-7 years of equivalent experience.
- PHR or SHRM-CP
- Experience managing, leading, developing, and guiding a team

**Preferred Education & Experience:**

- SPHR or SHRM-SCP
- Working in a large complex construction company, medium to heavy industrial, or manufacturing with multiple entities.

**Knowledge Skills & Abilities:**

- Ability to research, analyze and form simple to complex solutions from internal and external sources while independently having the ability to resolve the issue.
- High level of confidentiality in all aspects of the business
- Proficient with Microsoft office products, ie: excel, word, outlook.
- Proficient in online recruiting platforms such as Indeed and LinkedIn.
- Strategic thinker with the ability to see the big picture while managing details.
- Strong analytical and problem-solving skills.
- Ethical and trustworthy, with a high level of integrity.
- Ability to build relationships and influence stakeholders at all levels.

**Working Conditions (Select Relevant Conditions)**

- Must have valid driver's license and proof of auto insurance.
- Able to work extended hours when necessary.
- Read and understand applicable policies while having the ability to see and hear properly for safety precautions.



- While performing the duties of this job, the employee is regularly required use basic hand tools, power tools, to sit or stand for extended periods of time.
- Required to walking; climbing and/or balance; and stooping, kneeling, crouching, or crawling.
- The employee must regularly lift and/or move up to \_\_\_\_\_ pounds, frequently lift and/or move up to \_\_\_\_\_ pounds, and occasionally lift and/or move up to 10 pounds.
- Exposure to moving mechanical parts; high, precarious places; toxic or caustic chemicals and heavy equipment vehicles.
- The noise level in the work environment is usually moderate to loud.
- Working safely in close proximity of heavy equipment and on and off-road trucks.
- Regularly required to talk or hear, working within standard office environment;
- Regular exposure to video terminal displays; prolonged periods of sitting at desk.

Plote is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

**Approvals:**

**Team Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Human Resources** \_\_\_\_\_ **Date** \_\_\_\_\_