



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Human Resources Coordinator

Pay Range: G

Exemption Status: Exempt

Department: Human Resources

Authorization: _____

Date: 3-25-19

JOB SPECIFICATIONS

FACTOR

Education:
Related Experience:
Supervision Given:
Supervision Received:

LEVEL

High School plus 2 years
5 years
None
Vice President of Human Resources

Job Summary:

The Human Resources Coordinator is responsible for employee relations, administering benefit programs, administering Workers' Compensation program and FMLA, governmental reporting and utilizing and maintaining the HRIS (Paycom).

Essential Managerial Job Duties:

1. Understands, endorses and supports the mission and values of **Felling Trailers, Inc.**
2. Understands, endorses, supports and teaches the policies and procedures of the company.
3. Develops, gains approval of and implements goals, objectives and budgets for his/her area of responsibility.
4. Provides meaningful input in regards to the policies, operations and direction of **Felling Trailers, Inc.**
5. Demonstrates leadership by presenting a positive example, establishing high standards, holding people accountable, and maintaining the highest standards of honesty and integrity.

Essential Specific Job Duties:

6. Keeps abreast of changes, developments and new products in his/her area of responsibility and advises management of potential applicability.
7. Conducts special studies and analysis in his/her area of responsibility as directed.
8. Maintains job descriptions and organizational charts for the company.
9. Develops and conducts new employee orientation programs including human resource policies, safety, W-4, I-9's, etc.
10. Recommends improvements to human resource policies and assures that all human resource policy manuals are current.
11. Participates in unemployment and workers' compensation hearings.
12. Coordinates the administration of Workers' Compensation program, first report of injury, etc.
13. Coordinates the maintenance of personal leave records.
14. Administers FMLA process including paperwork and tracking.
15. Participates in processing of payroll for production employees.
16. Maintains attendance tracking system and related disciplinary actions.
17. Responds to employee/supervisor inquiries in regards to human resource policies, pay, benefits, etc.
18. Assures that all appropriate records are maintained and are accurate.
19. Administers all employee insurance and benefit programs and recommends improvements.
20. Manages and maintains the Human Resources Information System.
21. Listens, answers and assists all employees with questions, complaints and suggestions.
22. Coordinates and administers termination paperwork, filings, COBRA, etc.
23. Maintains working knowledge of Microsoft Office Software including Excel, Word, Access, PowerPoint, and Outlook.
24. Cooperates with and backs up the Human Resources Coordinator in his/her absence.

Essential Universal Job Duties:

25. Improves self in any way possible to enhance job performance.

Essential Universal Job Duties:

26. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
27. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
28. Functions as a team member by assisting, supporting and encouraging other employees in any way possible

Non-Essential Job Duties:

29. Performs related work as required, willingly and eagerly.

Physical Demands: The physical demands 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.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing		X				Extreme Heat 80 > degrees	X				
Sitting				X	X	Temperature Changes	X				
Lifting 0 – 30 lbs.		X				Noise > 80 decibels		X			X
Lifting 30 – 50 lbs.	X					Vibration	X				
Lifting 50+ lbs.	X					Heights	X				
Carrying 0-30 lbs.		X				Work Outdoors	X				
Carrying 30-50 lbs.	X					Work with People				X	X
Carrying 50+ lbs.	X					Work around People				X	X
Pushing		X				Work alone			X		X
Pulling		X				Substance Exposure	N/A	S	O	R	EF
Grips/Grasps				X	X	Acids, Corrosives	X				
Finger Movement				X	X	Epoxies	X				
Reaching/Stretching		X				Dust		X			X
Walking		X				Fumes		X			X
Climbing	X					Mists	X				
Running	X					Gases	X				
Jumping	X					Chemicals	X				
Rapid Work Speed				X	X	Body Fluids		X			X
Bending			X			Equipment	N/A	S	O	R	EF
Speaking Clearly				X	X	Motor Vehicles		X			X
Hearing Conversation				X	X	Hand Tools	X				
Hearing High Acuity	X					Machinery	X				
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far		X			X	Lifts	X				
Depth Perception			X			AV Equipment		X			X
Color Perception		X				Personal Computer				X	X
Typing/keyboarding				X	X	Office Machines				X	X
Writing				X	X	Protective Clothing	N/A	S	O	R	EF
Filing				X	X	Facial Covering	X				
						Latex/Vinyl Gloves	X				
						Safety Glasses		X			X