



## **Job Description: Human Resources (HR) / Safety Administrator**

Paige Mechanical Group, Inc. is a full mechanical contractor based in Boise, Idaho. Our services include designing, installing and servicing plumbing and HVAC systems for commercial, residential, industrial and institutional clients. Attention to detail, pride in workmanship and hands-on project management all combine to provide an excellent value for PMG's customers.

**Summary:** Develop and implement HR strategies compliant with federal and state laws and aligned with PMG's overall business goals. Carry out responsibilities in functional areas, such as, staffing, employee relations, compensation, benefit program management, training, employment, labor relations, safety, and personnel research. Administers safety training, tracking of certifications and licenses, workers compensation reporting, and OSHA record keeping.

---

### **Essential Duties and Responsibilities in Human Resources:**

- Develop and implement employee policies, ensuring compliance with federal and state laws
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements
- Manage the hiring process including drafting and posting job openings, scheduling and assisting with interviews, consulting supervisors on candidate selection and preparing offer letters
- Prepare and process new hire paperwork along with conducting new hire orientation
- Manage drug and background screening process
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Manage the employee termination process including exit interviews, communication of final check requirements, and timely response to unemployment claims and hearings
- Advise team members and management personnel on the interpretation of personnel policies, programs, and procedures
- Manage employee benefits including communication, coordination and processing of annual open enrollment activities and conducting monthly benefit orientation for newly eligible employees
- Responsible for accurate and thorough employee information in personnel files and in HR software module for active and terminated employees
- Provide back-up support to payroll when needed

### **Essential Duties and Responsibilities in Safety:**

- Evaluate, assess and update safety procedures and policies to ensure worker safety and compliance with all regulatory bodies and standards
- Prepare and conduct safety training sessions, documenting employee participation
- Conduct injury and incident inquiries and evaluations and prepare recommendations for incident prevention
- Responsible for OSHA record-keeping and Workers Compensation incidents and reports
- Oversee training and safety inspections on personnel, materials and equipment

---

### **Knowledge & Skills:**

- Demonstrated written and oral communication skills and ability to communicate with tact and diplomacy
- Capable of maintaining a high level of confidentiality and professionalism in difficult situations
- Excellent computer skills, experience with Microsoft Office and HR software such as Viewpoint Vista
- Comprehensive understanding of HR best practices, employee benefits, and state and federal employment laws
- Knowledge of OSHA standards with regard to construction
- Strong relationship management skills with the ability to train, influence and motivate team members
- Minimum of 5 years of Human Resources experience
- Professional in HR (PHR) or SHRM-CP certification

TO APPLY: Email resume to: [HR@paigemechanical.com](mailto:HR@paigemechanical.com) to receive our employment application.

Paige Mechanical Group, Inc. offers competitive pay and benefits.

**Paige Mechanical Group, Inc. is an Equal Opportunity Employer**