

Orren Pickell Building Group, Inc.
Job Description
DIRECTOR OF TRAINING AND DEVELOPMENT

Job Title: Director of Training & Development
Division: All Pickell companies
Reports To: Lisa Pickell
FLSA Status: Exempt
Prepared By: Tina Pickell
Prepared Date: September 14, 2018
Approved By: Lisa Pickell
Approved Date: October 3, 2018

SUMMARY OF POSITION:

The position of Director of Training & Development provides enhancement of employee engagement and organizes the development of all employees. This role includes but is not limited to training program development, training implementation oversight, human resources functions, employee onboarding, coordination, and evaluation of company practices for the Orren Pickell companies. The company desires the implementation of a formal internship program working with high school and college aged students to promote interest in the construction industry. The work of compiling and maintaining information and records is of confidential nature. The director should be able to work with minimal supervision or direction and able to solve problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and conduct employee recruitment and internship programs.
- Facilitates continuing educations for current employees.
- Develop, conduct and maintain employee orientation curriculum(s).
- Accepts applications and administers pre-employment tests.
- Conduct initial phone interview for new employee candidates.
- Attend career fairs and other recruitment opportunities.
- Maintains records and procedures for controlling Human Resource transactions and reporting.
- Develop, recommend and implement personnel policies and procedures.
- Review and update job descriptions.
- Maintain any/all certification of company and employees including but not limited to “Lead-Safe” AIA, LEED, DECA, local and state GC business licenses and certifications.
- Prepares and maintains employee handbook.
- Communicates changes in company policies and procedures to Company.
- Process all new employees and change of status of current employees.
- Maintains permanent employee records.
- Provides public information such as verification of employment.

- Participate in benefit insurance renewal procurement
- Performs benefits administration including inquiries, claims resolution, and communicating benefit information to employees.
- Monitors and administers unemployment claims and handles appeals
- Administers performance appraisal programs
- Administers safety program and quarterly incentive programs
- Monitors and administers worker compensation claims, bills and documentation
- Conducts exit interviews and counsels department heads
- Prepares and monitors COBRA documents and payments
- Serves as backup to weekly payroll administration
- Participates in senior management meetings and seminars
- Maintains company organizational charts and employee directory
- Coordinates risk management/insurance program and employee benefit contractors
- Maintains employee contract files in ACT!
- Develop and formalize procedures as needed.
- Attend company open house events and provide hosting assistance.
- Perform related duties as assigned or needed.
- Utilize Microsoft Word, Excel and PowerPoint to type letters, memos, report and other presentation materials.

QUALIFICATIONS

A Director of Training & Development must be able to work independently and have the drive to serve the company well and in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Knowledge of principals and practice of personnel administration, sound techniques and methodologies of HR management.
- Familiarity with state and federal regulations regarding employment law
- Analytical and problem solving skills including reading and analyzing technical journals, financial reports and legal documents.
- Ability to maintain effective relationships with staff and general public.
- Ability to present facts and recommendations in oral and written format.
- Ability to respond to common inquiries or complaints from employees or regulatory agencies.
- Monitor and track employee engagement via E3 Solutions Testing.

EDUCATION and/or EXPERIENCE

Bachelor's Degree and two years of Human Resources experience, OR

Master's Degree in Human Resources Management, OR

Five years HR management experience, OR

Any appropriate combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as procedure manuals, correspondence, etc. Ability to write routine reports and correspondence. Ability to present information effectively before customers.

MATHEMATICAL SKILLS

High levels of ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DAMANDS

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.

While performing the duties of this job, the employee is frequently required to use hands to type, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Office and showroom environment. When attending site meetings, protective clothing and shoes are required.

COMPENSATION

Commensurate with experience