



Job Title:	Human Resources Generalist specializing in OSHA	Job Category:	Exempt
Department/Group:	Corporate Office	Reports To:	Human Resources Director
Location:	West Burlington, IA	Travel Required:	1-33%
Position(s) Supervised:	None	Position Type:	Full-Time
HR Contact:	Caylie Cherry	Date Posted:	10/4/2021

Applications Accepted By:

FAX OR EMAIL:

319-753-2916
 ccherry@burlingtontrailways.com
 Subject Line: HR Generalist/OSHA

MAIL:

Human Resources
 Burlington Trailways
 PO Box 531
 West Burlington, IA 52655

Job Description

SUMMARY

The Human Resources Generalist specializing in OSHA performs duties at the professional level in some or all the following functional areas: employee relations, training, employment, OSHA, and audits. This position requires an extremely perceptive person who can relate to individuals at all levels within the organization. The generalist must be sensitive to corporate needs, employee goodwill and the business needs.

REASONABLE ACCOMMODATIONS STATEMENT

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

HUMAN RESOURCE DUTIES:

- Excellent working knowledge of employment law
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Act to ensure compliance with all applicable employment laws, including but not limited to, COBRA, FMLA, FLSA, and HIPAA. Initiate relevant paperwork and follow-up as needed. Maintain accurate records.
- Assist HR Director with responding to employee relations issues. Assist with leading any required investigations. Recommend and assist with implementation of any needed actions.
- Assist and/or come up with new and innovative ways to recruit and retain qualified full and part time employees for Burlington Trailways. Assist the HR Assistant with recruiting efforts, if needed
- Monitor annual performance evaluation program and revise as necessary.
- Complete all Motorcoach Operator annual performance evaluations
- Maintain employee scorecards

- Assist in all Human Resource functions and act as HR Director in their absence.

OSHA/SAFETY TRAINING DUTIES:

- Maintain Emergency Action Plan for all locations
- Conduct quarterly company-wide safety training
- Create a Vulnerability Assessment. Update this assessment as needed, but every three years at a minimum
- Develop a Security Evaluation Preparedness Plan. Update this plan as needed, but every three years at a minimum
- Perform facility visits/inspections and assist in performing periodic self-inspections in accordance with company policy and OSHA standards
- Recommend-related corrective actions as necessary and provides subject matter expertise in OSHA compliance issues
- Implement process to ensure OSHA audit requirements are successfully passed – report results to management
- Complete a job hazard assessment for every position and when duties change

DRUGS AND ALCOHOL PROGRAM DUTIES:

- Ensure compliance with all drug and alcohol program requirements of the DOT, specifically FMCSA and FTA.
- Maintain a quarterly random pool for FMCSA and FTA regulated employees. Ensure all tests are performed timely and all pertinent paperwork is filed properly at the end of each quarter.
- Ensure that reasonable suspicion training is up-to-date and all necessary paperwork is on file.
- Ensure that applicable employees receive the necessary drug and alcohol information and training when required.
- Keep concise records of company SAP programs.
- Annually evaluate the Drug & Alcohol Policy; revise as necessary

GENERAL DUTIES:

- Read and review all emails
- Attend management meetings as required
- Must work well with others at all levels of the organization.
- Perform all duties with minimal supervision and will perform such other duties as may be assigned.

POSITION QUALIFICATIONS

COMPETENCY STATEMENT(S)

- Accuracy - Ability to perform work accurately and thoroughly.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Reliability - The trait of being dependable and trustworthy.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Responsible - Ability to be held accountable or answerable for one's conduct.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's Degree in human resource, OSHA or related field

2+ years' experience in Human Resource position, preferred

Excellent communication skills, interpersonal skills, ethics, and cultural awareness

Resourceful, problem-solving aptitude, and thorough knowledge of HR procedures and policies

Working knowledge of OSHA regulations

PREFERRED SKILLS

Working knowledge of Microsoft Office

Excellent project management, time management, and organization skills

OSHA 10-hour or 30-hour education, preferred



PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs./day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs./day)

PHYSICAL DEMANDS		LIFT/CARRY	
Stand	O	10 lbs. or less	C
Walk	O	11-20 lbs.	N
Sit	F	21-50 lbs.	N
Manually Manipulate	F	51-100 lbs.	N
Reach Outward	F	Over 100 lbs.	N
Reach Above Shoulder	O		
Climb	O	PUSH/PULL	
Crawl	O	12 lbs. or less	C
Squat or Kneel	O	13-25 lbs.	N
Bend	O	26-40 lbs.	N
Grasp	O	41-100 lbs.	N
Speak	F		

ADDITIONAL NOTES

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

EQUAL EMPLOYMENT OPPORTUNITY

Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

AGREED TO AND UNDERSTOOD:

Signature:		Date:	
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