



JOB DESCRIPTION

Position: HR/Safety Coordinator

Reports to: EH & S Manager and Director of Human Resources

Overview:

Provide administrative and technical support to the Safety and Human Resources Department. Under administrative review, is responsible for initiating and coordinating the administrative and technical functions required in effective implementation of administrative policies. This position consists of support work which involves moderate complex work methods and problem solving and requires skilled techniques.

Human Resources Job Functions:

- Assist directly with routine HR inquiries from inside and outside the company
- Assist with recruitment and orientation of exempt and nonexempt employees in Oakland offices.
- Schedule and manage interview calendar
- Maintains employee personnel files in line with company policies and government regulations. Retains records in line with company record retention requirements
- Maintains office bulletin board and updates posting compliance
- Maintain information on company HR software module
- Processes documents requiring office procedural knowledge. Reviews documents and obtains necessary signatures and routes appropriately
- Participate in Union Grievance related meetings
- Assist in coordination of training and development programs
- Assist with Benefit Enrollment for Union and Non-Union Employees
- Organize documents and implement policy and procedure
- Performs other administrative duties as required

Safety Job Functions:

- Maintains and tracks issues within the monthly facility inspection files.
- Respond to any Traffic Safety events (rule violations, animal strikes, off route excursions, etc.)
- Assist in field supervision quality checks of driver/operators and Material Recovery Facilities (MRF's)
- Maintains driver qualification files
- Monitors and facilitates employee drug & alcohol testing
- Maintains OSHA300 log, DOT accident register and accident and injury files
- Tracks DOT driver medical certification renewals
- Assists with new hire orientation training program
- Assists and provides information to workers comp adjusters and site claim managers on injury claims
- Assists property damage claim repairs
- Coordinates information with claim adjusters and site claim managers on vehicle claims
- Assists with annual driver license reviews including DMV reports on all DOT regulated drivers

- Assists with scheduling and management of return to duty (light duty) program
- Provides management with timely accident/injury trending and other compliance reports as requested

Qualifications and Requirements:

- B.S. Degree in Business Administration, Human Resources, Safety or related field.
- Minimum 4 - 6 years of administrative and safety responsibilities
- Knowledge of all state and federal laws and regulations relating to human resources management.
- Knowledge of applicable Federal, State and Local regulations (OSHA, ANSI, NFPA, EPA)
- Must be able to independently prioritize daily work using excellent time management skills.
- Ability to maintain the highly confidential nature of Human Resources and Safety work
- Excellent computer and Microsoft Office skills
- Excellent communication skills and the ability to work effectively with both employees and managers
- Ability to work independently and carry out assignments to completion with minimum instructions
- Ability to work well with other, and to assist the public cooperatively and courteously
- Strong organizational and follow-up skills, as well as attention to detail.
- Detail oriented and quick learner
- Travel required between San Jose and Oakland Locations (30%)
- Bilingual – Spanish and English.

California Waste Solutions is an equal opportunity employer. We provide a competitive compensation package consisting of medical, dental, vision, life insurance coverage, and a 401k plan. Compensation will be commensurate with experience and qualifications.