



HR and Safety Specialist

Dynapac Harvesting is seeking a highly motivated and driven individual to join their HR/Safety team. This position will require the handling of various HR/ Safety duties in the office and out in the fields. Candidates must have a flexible schedule and Saturdays are required. This position is based out of Salinas, CA and works approximately 4 months (Nov. – Mar.) in Yuma, AZ.

Primary Responsibilities include but are not limited to the following:

- Conduct all new hire orientations, onboarding, and trainings.
- Assist in recruiting and screening applicants for all departments.
- Registration includes accurately administering I-9 form (E-verify in AZ), and all new hire documents.
- Distribute and update employees on new company policies, practices, and benefits as they arise.
- Review daily attendance and identify employees who quit/abandoned their jobs; create exit packets, conduct exit interviews and coordinate with payroll department for processing of final wages.
- Prepare and execute disciplinary and corrective action; as well as terminate employees as needed.
- Maintain personnel records and HR documentation (hire, disciplinary, transfers, and resignations).
- Responsible for Identifying and reporting any harassment or employee complaints to management.
- Assist in administering the group health insurance program, and other employee benefits.
- Conduct monthly safety tailgates with crews and other departments to ensure a safe working environment.
- Conduct monthly safety inspections with crews, yard, shop, machinery, equipment, etc.
- Implement safety/training programs that improve and maintain employee safety standards.
- Conduct periodic internal audits to ensure compliance with state/federal policies (OSHA, Cal-OSHA, DOT).
- Provide specialized trainings (Heat and Illness, Pesticide Safety, Tractor Safety, Forklift Safety, Food Safety, Etc.).
- Attend to injured workers, complete injury reports and transport injured works to medical appointments.
- Assist in supervising employees who are working under modified duty to ensure restrictions are being followed.
- Help identify safety hazards in all the company departments and operations. Identify and recommend preventive measures and corrective actions to management and safety committee.
- Enforce the company's Injury and Illness prevention Program (prevent and identify safety hazards).
- Create and oversee company-wide safety culture through safety training, incentives, and risk assessments.
- Complete investigation reports on employee injuries, near misses, vehicle accidents, and other incidents.
- Assist in administering the fleet safety program (DMV pull program, Drug and Alcohol Consortium, Commercial driver employment history verifications, maintain DOT driver files, screen applicants, schedule PEP appointments, conduct mandatory annual driver reviews, and complete auto loss reports).
- Conduct meetings with Laborers, Foreman, and Supervisors, regarding HR, Safety and Food Safety topics.

- Maintain inventory of safety supplies and issue to all departments as needed.
- Ensure Food Safety and Production reports are completed by Field Foreman; assist with all food safety audits.
- Conduct Food Safety crew inspections on periodic basis, and assist in all food safety related matters.
- Maintain and update Field Informational Binders, Food Safety binders, SDS binders and Labor Law posters.
- Assist Payroll, Field Supervisors, Managers, and corporate office with special projects and other matters.
- Assist all other departments with miscellaneous items as needed, especially during busy times.

Qualifications:

- Applicant must have 2+ years of progressive hands-on experience in Human Resources.
- High School Diploma, some college is a plus, and related field experience preferred.
- Knowledge of Federal, State, Local policies and regulations related to safety and labor laws.
- Must be bilingual/bi-literate (English/Spanish).
- Must have a valid driver's license as well as a good driving record.
- Computer Proficient – Outlook, Word and Excel.

Skills and Abilities:

- Must be able to handle difficult/confidential situations in a professional and tactful manner.
- Great interpersonal, organizational, teamwork skills.
- Detail oriented and ability to manage multiple tasks simultaneously in a deadline-oriented environment.
- Good verbal and written communications skills; positive attitude.
- Flexibility to travel to different worksite locations as needed.
- Must be self-motivated and ability to work with limited supervision; must be able to work as part of a team.
- Must have a flexible schedule and work early/extended hours during peak season.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Compensation will be competitive depending on experience; company offers competitive pay and benefits.

Please send your resume to hrdept@pim4u.com