



**COMPANY INFO:** Prominent fence company with several locations in Virginia and North Carolina. Our company specializes in residential, commercial, industrial, and government fence work and has been in business for 26 years. We frequently complete high-profile government and industrial projects around the country.

**COMPENSATION:** Salary, Health insurance, Dental insurance, Vision insurance, 401K, Paid time off, and Holiday pay

**SALARY:** \$40,000.00 – \$50,000.00 (Dependent on experience)

**PHYSICAL DEMANDS:** 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 regularly required to sit, stand, bend and walk long distances. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 40 pounds.

**CORPORATE INTEGRITY:** All employees in all positions are expected to act professionally at all times, including but not limited to treating others with respect, valuing diversity, supporting team/community goals, and following company policies and procedures. Hurricane Fence Co is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information. This job description is subject to change at any time.

**SKILLS AND EXPERIENCE:**

- Construction experience (preferred)
- OSHA 10 / 30 (preferred)
- Excellent customer service and interpersonal skills.
- Proficient in use of Outlook, MS Office Word, and Excel.
- Outstanding organizational skills.



## **Responsibilities for Contract Compliance and Safety Position**

### **Contract Compliance:**

1. US Dot Compliance for Vehicles
  - a. Registration, UCR Compliance
  - b. Medical DOT cards for drivers
2. Contract Review – 5 PMA’s
3. New vendor registration and renewals
4. Prequalification for specific projects and GC’s
5. Prepare and send / deliver sealed and electronic bids
6. Manage compliance portals – Avetta, Construct Secure, Lockton Score, etc.
7. GSA schedule
8. Coordinate equipment / operator training for crews and superintendents
9. Keep track of important numbers pertaining to the company
10. Utilize Eva as needed
11. Send general contractor / customers to collections as needed
12. Work with accounting on vehicles bought and sold.
13. Take care of any other administrative duties as needed.
14. Complete and submit VDOT prequal annually.
15. Coordinate and schedule equipment training for subcontractors and employees as needed.
16. Aid in project badging requirements for subs and employees.
17. Collections and retention calls.
18. Work with accounting on keeping company vehicles in compliance, as needed.

### **Safety:**

1. Prepare, send, and implement site specific safety plans for projects that require them.
2. Create incident reports for injuries onsite and in the office
3. Accompany injured employees to emergency room when needed / depending on severity of the injury.
4. Communicate with general contractor safety teams and provide whatever documentation they require.
5. Provide superintendents and Project Managers with safety toolbox talks when needed.
6. Attend preconstruction and emergency meetings representing Hurricane Fence Company as resident Safety Professional.
7. Keep, track, and submit OSHA 300 logs to OSHA at the beginning of every year.
8. Schedule safety training for employees and subcontractors (MSHA, 1<sup>st</sup> aid, OSHA 10 / 30)



9. Organize and conduct companywide safety training program on a monthly basis.
  - a. Travel to satellite office to conduct safety training and ensure proper labor law poster and safety procedures are being followed.
10. Update and maintain Safety Manual, Hazard Communication Program, COVID -19 Response Plan, etc.
11. Attend / travel to project sites to aid in safety development when it is needed.
12. Create specific AHA's or JHA's according to GC specifications.
13. Perform drug test for employers or subcontractors as needed.

#### **Human Resource:**

1. Submit workers comp claims on behalf of injured employee and work with workers comp insurance agents as needed.
2. Send and collect new hire paper work for prospective new employees.
3. Conduct interviews on behalf of the company
4. Manage and work with Marketing employee on posting available jobs on indeed, Facebook, company website, etc.
5. Attend and conduct meetings with managers and employees when employee performance or behavior falls below satisfactory.
6. Send termination letters to employees who are released from employment.
7. Release employees face-to-face as needed.
8. Collect company property from terminated employees.
9. Stay current with COVID – 19 updates from the CDC, Virginia Department of Health, and any federal, state, or local government.
10. Treat all information from and about employees strictly confidential (Personal, Business, and Medical)
11. Attend HR webinars on different topics and aspects of human resources.
12. Work with accounting to ensure all employee files are up to date including: I-9s, warnings / violations, medical files, etc.
13. Ensure all I-9s are in proper order.
14. Send periodic emails reminding / informing employees about new and old company policies.
15. Help facilitate work from home schedule.
16. Listen to and take care of employee complaints / needs.
17. Enforce company policy old and new.
18. Keep all medical and personal information strictly confidential.
19. Conduct semiannual EEO meetings and track meeting minutes
20. Conduct exit interviews with employees that voluntarily leave their position.