

JOB DESCRIPTION – Human Resources Manager

Name of Host Worksite: Commercial Aircraft Interiors
Type of Business/Organization: Manufacturer
Contact Name & Telephone: Carlos Veliz / (360) 757-3117 x 105
Contact e-mail: carlosv@cai.aero
Address: 1415 Pacific Drive
City & Zip Code: Burlington, WA 98233

Job or Project Title: Human Resources Manager

Worksite Location (where the work will take place): 1600 Port Drive, Burlington WA

Number of candidates: 1

Number of Supervisors on Project: 1

Name of Supervisor: James Barnett

Contact phone(s) during work hours: see above

JOB or PROJECT DESCRIPTION

To manage a human resources department, overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategies. Responsibilities include development and administration of personnel rules and regulations, pay and job classification structure, and programs for employee training, safety, health, and morale. You are directly responsible & accountable to the Vice President and you have direct responsibility to the President on personnel privacy matters.

Work Schedule – estimated schedule - Days / Hours per Day:

Start Date: 7:30 am

End Date: 4 pm

Monday - Friday

DUTIES AND RESPONSIBILITIES – List the specific duties and tasks which will be the regular function and responsibility of the candidate:

- Monitor hiring and oversee compliance with government regulations.
- Advise on policies that seek to increase retention rates and foster employee job satisfaction and high morale.
- Monitor and execute terminations, and ensure that reasons are well documented and are not arbitrary or discriminatory.
- Oversee the maintenance of accurate and complete personnel records, ensuring that rules concerning confidentiality and retention are followed.
- Be the single Point Of Contact (POC) for all employee questions, problems, or information as related to payroll, benefits, compensation, or policies.
- Resolve employee questions/problems quickly and provide the answer/solution to the employee in a timely manner, or Route the employee directly to the Manager best suited to solve their problem if it is more appropriate.

- Keep abreast of legislation affecting human resources; train management and monitor company policies to ensure compliance.
- Oversee the preparation of job descriptions and compensation programs.
- Review benefits and tries to maximize job satisfaction while keeping the cost of the benefits package under control.
- Work with top management to set long-term staffing goals and strategies.
- Ensure compliance with the FAA approved Training Program detailed in CAI-DOC-145-2.
- Develop and monitor weekly training subjects.
- Locate and schedule Subject Matter Experts (SMEs) to instruct training sessions in their areas of expertise.
- Schedule “guest” (non-employee) instructors when appropriate.
- Ensure compliance with industry accepted recurrent training requirements.
- Schedule and preside over the Quarterly Safety Committee Meetings.
- Prepare and distribute the Minutes from the Quarterly Safety Committee Meetings.
- Coordinate with other Managers to ensure representation on the Safety Committee by each major functional group within the company.
- Collect, review, and maintain on file all Incident/Accident Reports.
- Investigate Incident/Accident Reports to determine the root cause and recommend any changes which would eliminate any hazards.
- Maintains a focus on customer satisfaction (internal and external).
- Maintains good attendance and punctuality.
- Adheres to all applicable environmental, safety and health, and operations procedures and directives. This includes the proper use of personal protective equipment following manufacturer specifications, Safety Data Sheets (SDS), and company guidelines.
- Ensures job site safety, promote safe work practices, and rectify job site hazards.
- Reads, understands and interprets lockout/tag out indicators in the work area.
- Demonstrates clear and effective communication, both verbal and written. Prepares, maintains, and submits accurate paperwork as required, including job reports, timekeeping records, etc.
- Knows, understands, adheres to Company organizational policies and procedures; aligns with and represents CAI’s mission, vision, and core values.
- Performs other related tasks as assigned, some of which may become essential to the position.

Skills and Abilities

Required Skills and Abilities

- Skilled in the use of Microsoft Office products (Outlook, Word, Excel).
- Demonstrated abilities in problem-solving, critical thinking, and basic mathematics.
- Strong organizational skills and a high level of attention to detail.
- Good interpersonal and communication skills and a willingness to work as part of a team to complete tasks.
- Ability to maintain confidentiality, attendance, and punctuality.
- Must be able to wear safety equipment, as required.

Preferred Skills and Abilities

- Aptitude for working independently with minimal supervision, meeting or exceeding production targets without jeopardizing quality.

- Possess and demonstrate a thorough understanding and a working knowledge of all phases of the job.

Knowledge and Experience

Required Knowledge and Experience

- 0-2 Years (L1), 2-5 Years (L2), 5-8 Years (L3), 8+ Years (L4) of experience in a related job role;
- Or any equivalent combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described, including an internship in relevant trade.

Preferred Knowledge and Experience:

- High School Diploma/GED and technical/associate’s degree.
- Experience working in aerospace with trade terminology and basic nomenclature.

REQUIREMENTS:

OCCUPATIONAL SKILLS– *List the minimum occupational qualifications initially required to do the work:*

- Clearly reads, writes and understands English.
- Demonstrated abilities in problem-solving, critical thinking, and basic mathematics.
- Good organizational skills and a high level of attention to detail.
- Good interpersonal and communication skills.
- Possess and demonstrate thorough understanding and a working knowledge of all phases of the job.
- Must be able to pass a DOL/FAA drug screen.
- Ability to stand for long periods of time.
- Must be able to wear safety equipment, including a respirator, as required.

Preferred Skills and Abilities:

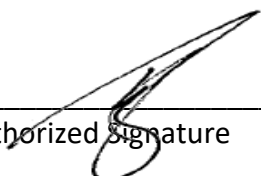
- Aptitude for working independently with minimal supervision, meeting or exceeding production targets without jeopardizing quality.
- Skilled in the use of tools-of-the-trade.
- Ability to travel for on-site/AOG work if required.

DRESS CODE - *Indicate appropriate attire including any safety gear required for the worksite.*

- No open toe shoes.
- Professional / Business attire

CONTINGENCY PLANS – *Alternate plans for the trainee when conditions prevent work from proceeding on the project, e.g.: weather conditions, accelerated completion, etc. Candidate will be sent home with no compensation once a minimum of 4 hours have been completed.*

ON SITE TRAINING AND FORMAL TRAINING – *Trainee will receive hand on training from Senior Techs and other experienced employees. Training received will be transferable after 6 months of continuous apprentice training.*



Authorized Signature

Carlos Veliz
Print Name

09/28/2021
Date

Business Strategist
Title