

Hamilton Caster & Mfg. Co.
1637 Dixie Highway
Hamilton, Ohio 45011

Send resumes to:
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Director of Human Resources

Job Overview

- Serves as Hamilton Caster's chief personnel officer and recruiter, including position descriptions, interviewing, hiring, posting employment opportunities, interviewing, testing, disciplining, and on-boarding.
- Collaborates with executive leadership to define the organization's long-term mission and goals; identifies ways to support this mission through talent management, including attraction and retention. Also oversees the corporate compensation strategy to assure company goals are met.
- Identifies key performance indicators for the organization's human resource and talent management functions; assesses the organization's success and market competitiveness based on these metrics.
- Establishes and administers adequate employment, placement, and transfer procedures to ensure a satisfactory supply and flow of the labor pool to meet personnel requirements
- Is responsible for managing Hamilton Caster's health plan, specifically vendors, enrollment, eligibility, compliance, coverage, and annual plan review. Suggest plan changes to maintain cost effectiveness and competitiveness.
- Create and administer company training program for office and plant employees. Recommend and coordinate employee training activities. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This includes safety training, anti-harassment training, and aptitude exams and certifications. Maintains focus on individual employee development.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance. Is responsible for Hamilton Caster's affirmative action plan, veteran and EEOC filings.
- Serves as the company's chief safety officer. Responsible for coordination with Bureau of Workers Compensation—accident claims and reporting.

- Oversees the company's Drug Free program, including required training for staff, keeping the training program up to date, coordinating drug tests as required, keeping appropriate records, and following up on positive drug tests.
- Investigates or initiates investigation of complaints, grievances or other disciplinary matters, as necessary. Attends and participates in employee disciplinary meetings and terminations.
- Responsible for Employee recognition programs including birthday/anniversary cards and service awards.
- Responsible for Hamilton Caster's wellness program.
- Serves as the record keeper for all HR-related matters.
- Maintains employee publications, to include the employee handbook, safety policy, and emergency policy.
- Is familiar with the labor contract and abides by its guidelines in dealing with factory employee matters. Participates in labor contract negotiations.
- Serves as the face of Hamilton Caster in the local community and is responsible for planning/leading the company's community service activities and outreach. Also, attend appropriate community & chamber events/meetings for purposes of recruiting, networking, and discovering ways to support the community.
- Works with Hamilton Caster's Lean Manager to develop and continuously improve the corporate culture.
- Performs other duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least five years of human resource management experience preferred.
- SHRM PHR, SPHR or -CP certification is highly desirable

Physical Requirements:

- Prolonged periods of sitting/standing at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.