



Maschmeyer Concrete Company

Roles and Responsibilities

Team Member Services Specialist – Central Region

Philosophy:

The Team Member Services Specialist supports the Mission and promotes the Core Values in alignment with the organization's identified employment culture, operational goals and objectives, and regulatory compliance initiatives. The Team Member Services Specialist will report to the Team Member Services Manager. The Team Member Services Specialist ensures regulatory compliance and adherence to established best practices associated with the overall disciplines of employment management by:

- Coordinating recruitment, screening and placement of new Team Members.
- Providing orientation and on-boarding of new Team Members.
- Maintaining Team Member records for the Central Region .
- Coordinating regulatory compliance.
- Assisting with Company special events, as needed.

Recruitment:

Coordinates placement of job postings, assists in review of applications to determine qualified applicants and schedules interviews with appropriate Team Leaders. Schedules, reviews and maintains all pre-placement requirements including, but not limited to, skill and aptitude testing, drug testing, employment history verification and reference inquiries, and all aspects of DOT requirements including scheduling of DOT physical exams, DOT verification, and enrollment in FDOT Consortium. Maintains master file of applications and resumes.

Orientation:

Prepares for, schedules and conducts orientation sessions for new and rehired Team Members. Maintains all related material, literature and documentation for accuracy, distribution and collection during orientation sessions. Disseminates information regarding benefits, employment policies, procedures, practices and programs.

Records Administration: Creates personnel, confidential and DOT Team Member files and maintains appropriate forms and documents in each. Initiates and accepts authorized Personnel Action Notices (PAN) on all position hires, changes in location, position or status, salary adjustments, terminations, etc., insuring compliance with Company policies, practices and external mandates for each action.

Performance Management: Offers guidance to Team Leaders and ensures the completion and maintenance of documentation associated with Team Member counseling. Ensures HPLs and related Personnel Action Notices (PANs) are kept in Team Member's personnel files.

Regulatory Compliance: Coordinates all communication, documentation and recordkeeping associated with employment mandated programs (i.e., FMLA, ADA) and regulatory compliance (i.e., I-9 forms, DOT DVIR annual listings and monthly status update of DOT Medical Cards & all Driver's Licenses). Coordinates, schedules, processes and files all required quarterly DOT and NON-DOT random drug screenings. Maintains awareness of recent regulatory issues and employment trends to manage the Company's compliance requirements. Ensures posting of employment regulatory notices is current.

Team Member Relations: Conducts plant visits on a periodic basis to maintain an open line of communication with all Team Members and to act as a point of contact for any Team Member questions. Acts as the point of contact for Team Member life events (babies, bereavement, etc.). Performs exit interviews of departing Team Members. As directed by Team Leaders, may purchase, distribute and replenish food beverages to all Team Members for "job-well-done" events, congratulatory lunches, large pours, etc. Assists with company events, as needed. Promotes, coordinates and facilitates established Team Member Recognition Programs (i.e., Bonus Bucks).