



**Job Title:** Director of Human Resources

**Reports to:** Chief Executive Officer

**Type:** Exempt, Full-Time

**Company Background:**

Founded in 1959, Sims Crane & Equipment Co. has led the crane and rigging industry in Florida over 60 years with innovative safety practices and education, sophisticated technology and financial stability. Our clients can attest to the professionalism that is Sims Crane & Equipment. We offer a broad selection of equipment for heavy lifting and hauling applications for construction and industrial projects. Our customer service principles have been built around family values and nurturing client relationships. As a third-generation family-owned-and-operated business, those core values, along with knowledge, expertise, and dedication separate Sims Crane from the competition. <https://www.simsrane.com/>

**Job Summary:**

The Director of Human Resources will oversee HR Systems, plan, lead, direct, develop, and coordinate the policies, budget, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the mission and strategy for Sims Crane & Equipment and Affiliates. The Director will guide all levels of management on the HR processes related to people management.

**Duties/Responsibilities:**

- Collaborates with senior leadership to understand the company's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the company's human resource compliance and strategy needs.
- Provides expert advice, influencing business decisions and relating to all aspects of people management and leadership. Serves as a consultant on issues related to strategic objectives, talent management, employee engagement, and performance management by understanding the leading factors of the business and how effective human capital management strategies assist with achieving company goals.
- Administers and oversees the administration of human resource programs, compensation, benefits, leave, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition, moral, occupational health and safety, and training and development.
- Meets financial objectives by developing, implementing, and maintaining human resources budget, scheduling, and monitoring expenditures, and analyzing and addressing variances.
- Monitors and maintains knowledge of progressive human resource practices, and ensures the company's compliance with union, federal, state, and local employment regulations and laws. Reviews and modifies policies and practices to maintain compliance.
- Develop and support employee wellness programs aligned with the company mission and

objectives.

- Plans and directs the company's labor/employee relations including administering labor agreements, resolving/processing grievances, and reviewing adverse actions.
- Conducts research and analysis of company trends including review of reports and metrics from the human resource information system (HRIS) or talent management system.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
- Performs other duties as required.

### **Supervisory Responsibilities:**

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

### **Required Skills/Abilities:**

- Ability to handle confidential matters with maximum discretion.
- Ability to serve as a consultant on strategic and operational matters.
- Excellent verbal and written communication skills for business correspondence, policies, and procedures.
- Excellent negotiation, presentation, and interpersonal skills.
- Excellent organization skills and attention to detail.
- Superior time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the company and employees.
- Ability to multi-task, prioritize, and adjust to quickly changing circumstances.
- Thorough knowledge of employment and union related laws and regulations.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Etc.).
- Proficiency with company's HRIS (ADP) and talent management software and systems.

### **Preferred Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least seven years of human resource management and employee relations.
- Experience in a unionized environment, preferred.
- Experience implementing new payroll and HRIS systems, preferred.

### **Licenses and Certifications:**

- Society for Human Resources Management Certification (SHRM-CP or SHRM-SCP), or Professional in Human Resources (PHR), or equivalent within 6 months.
- Valid Florida Driver's License.

**Physical/Working Requirements:**

- Must be legally authorized to work in the United States.
- Sims Crane & Equipment maintains a firm commitment in providing a safe and healthy work environment for its employees and quality services to its clients. Sims Crane & Equipment is a drug-free workplace. Must be able to pass a post-offer / pre-placement drug screen. Must also submit to a post-offer / pre-employment background report & motor vehicle check.
- Work is performed in a standard office environment with prolonged periods of sitting at a desk and working on a computer. Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds at times.
- May occasionally be exposed to dangerous machinery, extreme noise, and physical harm.

**Compensation & Benefits:**

The starting salary for this position will be established commensurate with the experience and qualifications of the selected candidate. A comprehensive benefits package includes: Health, Dental, and Vision Insurance, Defined Benefit Retirement Plan, Paid Time Off, Life Insurance Benefits, Short-Term and Long-Term Disability, Cancer Plan Benefits, and an Employee Assistance Program.

Interested candidates must submit by email a cover letter, resume, at least five job related references, and salary history to: [humanresources@sims Crane.com](mailto:humanresources@sims Crane.com).

***Sims Crane & Equipment is proud to be an Equal Opportunity Employer/Drug and Alcohol-Free Workplace. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, sexual orientation, gender identity or age.***