



## DCL Mooring and Rigging Job Description

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other duties as may be required by their supervisor.

**Position:** Director of Human Resources

**Reports To:** CFO

**Department:** Administration

**Status:** Fulltime, Exempt

**Position and Company Overview:** Product and industry knowledge, responsiveness, customer care and energy within DCL's team have been a cornerstone in DCL's successful history of consistently exceeding customer requirements. DCL requires active involvement with its customers and suppliers. Knowledgeable and trained human resource personnel are critical to DCL's success and its future, by preserving our positive and favorable culture while also maintaining all legal and regulatory compliance.

**Primary Objective:** Manage and coordinate human resource activities related to personnel, compensation, communication, policies and procedures, and regulatory compliance.

### **Major Areas of Accountability:**

- Align with the company purpose, culture and vision.
- Continuously improve by seeking new and alternative ways to perform required tasks/duties and make recommendations to continuously improve the tasks/duties of co-workers, suppliers and customers.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, co-workers, suppliers and management.
- Process payroll and related compliance in a timely and accurate manner while maintaining a high level confidentiality.
- Manage all employee benefits, department records and reports, and related regulatory compliance with accuracy while practicing a high level of confidentiality.
- Serve as a link between management and employees by handling questions and concerns and helping resolve work-related problems.
- Manage all OSHA, safety, workers' comp and other HR related external and internal compliance promptly and accurately while practicing a high level of confidentiality.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Effectively and efficiently manage and assist with all recruiting, screening, orienting and training of employees, while striving to make the company an energized and fun work environment.
- Effectively communicate all internal company related policies, functions and general information to ensure that DCL is aligned.
- Foster and build an environment of trust and fairness in order to build overall employee morale.
- Respond promptly and effectively through oral and written communication.
- Communicate responsibly, clearly, positively and professionally to all customers, suppliers and employees.

- Work closely with other members of administrative team and serve as backup support for primary daily functions.

**Position Qualifications:** and

- Bachelor degree and/or min. 5 years experience in human resource applications or related industry fields with preference for experience in the marine, oil & gas industrial areas.
- PHR or SPHR certification preferred.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensations and benefits.
- Knowledge of employment laws and practices.
- Possess the ability to communicate effectively, both orally and written, and deal tactfully with personnel, vendors, customers, and the general public.
- Background in payroll processing procedures.
- Experience and skills in computer usage and technology, including but not limited to Microsoft Word, Excel, Outlook and Internet Explorer.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Excellent time management and organizational skills.
- Ability to multi task and handle multiple projects while paying close attention to detail.
- Capable of working with a high degree of personal discipline, drive and professionalism.
- Positive attitude, strong reasoning and decision-making ability and assertiveness.
- Excellent leadership, coaching and interpersonal skills and qualities.
- Display moral integrity and a desire to continuously learn and grow.
- Ability to work within a team environment, take directions, learn and coach.
- Pass background check and drug testing before and during employment, with no disqualifications.

**Physical Requirements:**

- Sit frequently, stand and walk occasionally.
- Push, pull and reach above shoulders frequently. Squat, crouch, bend and kneel occasionally.
- Occasionally lift up to 25 lbs., frequently lift up to 10 lbs.
- Use hands for simple and firm grasping and fine manipulation

**DCL Mission:**

To provide the most safe, effective and economical lifts and connections to marine and industrial customers.

**DCL Operating Principles:**

1. Safety of life, limb and property is never compromised and is our first priority.
2. Our products and services are made right, the first time.
3. We respect people, equipment and property at all times.
4. Customer service drives all of our actions and is the most important part of our business.

**DCL Quality Policy:**

- a. Understand our customer's requirements
- b. Meet those requirements each and every time and
- c. Continuously improve our processes

**DCL Vision:**

To be the dominant rope, rigging, mooring and industrial supply company in the areas we operate and markets we serve.

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As a DCL employee, I will conduct myself to reflect the company's mission and values.

I have read the above job description and understand that this is not an exhaustive list of the duties and responsibilities assigned to this position. I have had the opportunity to ask questions about anything in this description I do not understand. I am able to complete these job responsibilities with or without reasonable accommodation. I agree to a pre-employment drug test and criminal background check and understand my job offer is contingent on the results. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these duties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_