



Forestell Designed Landscapes
(A division of Forestell Inc.)
836 Southgate Road
Guelph ON N1G 3Y1
Office: (519) 362-1194
Fax: 866-602-3153
www.forestell.com

Position: Human Resources Generalist

Posting Date: January 23, 2012

Forestell Designed Landscapes is a dynamic growing Landscape Construction and Maintenance firm based in Guelph and Ottawa. We specialize in high-end commercial and residential landscapes inspired by nature, crafted from stone, wood, water and vegetation. Customer satisfaction is our primary goal in all of our projects and we are willing to go the extra mile to achieve this. The combination of exciting projects and a highly motivated, career minded team makes for a great work environment. Continuing education options are available for all long-term employees. We look forward to having you join our successful team in 2011.

Forestell Designed Landscapes has an immediate opening for the position of Human Resource Generalist. The successful candidate will provide leadership and consultation to the Management Team on all matters relating to effective human resource management including, but not limited to: health & safety; recruitment, performance management, organization development, compensation, employee relations, learning & development, and talent management. The HR Generalist is accountable for value-added deployment and follow-through of all HR initiatives, aligning processes, practices, and programs with business strategy and objectives.

Responsibilities:

Health and Safety:

- Develop, promote and monitor the Health & Safety Program for the company with a mandate to provide a safe and healthy working environment that protects employees from injury and occupational disease.
- Develop, review, and implement written standards for all employees
- Conduct health and safety inspections and audits, providing corrective and preventative action plans for compliance in the following areas:
 - Pre-Construction Health & Safety Planning and Hazard Assessment
 - Job Hazard Analysis
 - Project Risk Assessment
 - Site Inspections and Reports
 - Review Subcontractors practice and policies to ensure compliance
- Investigate and report incidents including; workplace violence and harassment, accidents, injuries, complaints, near misses, misconduct, infractions, and other violations of company policies and procedures. Decide upon the appropriate action to be taken in order to correct substandard acts or conditions. Follow up to ensure the action was completed and effective.



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- Serve as the management chair to the Health and Safety Committee and act as a resource to provide guidance and assistance to all staff members.
- Conduct Employee Health & Safety orientation and ongoing training
- Manage all WSIB claims including accident reporting and return to work programs. Act as the liaison for the Ministry of Labour, WSIB representatives, injured workers, Site Superintendents, & legal counsel as required.

Recruitment:

- Accountable for the recruitment of both full time and seasonal employees
- Work with managers to forecast staffing needs based on growth, succession and turnover
- Gather position requirements, draft job descriptions and source quality candidates
- Develop interview guides for all positions
- Coordinate & participate in interviews, presenting hiring recommendations to management
- Extend offers & prepare new hire packages
- Conduct new hire orientations

Business Partnership:

- Develop a business partnership with line management
- Advise on the HR impact of business objectives, and provide continuous support and interpretation on HR policies and employee relations issues.
- Plan and manage the implementation of all HR processes; recommend new programs or practices that will enhance the Company's performance.
- Communicate policies and procedures to all managers and employees.

Employee Relations & Performance Management:

- Promote a positive, inclusive work environment through coaching and counselling employees, responding to general inquiries, and resolving issues in a timely manner and in accordance with legislation and company policies and procedures
- Provide practical advice and assistance to Management in the areas of employee relations, performance management, progressive discipline and documentation, consistent and fair policy application, and legislation awareness.
- Implement & manage a performance management process including goal setting, feedback, performance management and appraisals.

Talent Management & Employee Development:

- Coach managers on optimal workforce utilization, talent management and performance differentiation



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- Identify change opportunities (within people, processes and structure) and create plans to address the changes
- Effectively assess talent, determine gaps and manage talent pipeline for company
- Provide training support through the identification, development, and delivery/sourcing of training and professional development (new hire orientation, cultural, operational, and leadership). Assist in training needs analysis, and coordinate and tracks training activities.

Administration

- Develop & implement company policies and procedures, including revisions, implementation and communication
- Receive and document time off requests, vacation days and sick days
- Prepare and maintain confidential employment records, contracts and staff correspondence
- Collect and process weekly timesheets for payroll
- Organize and run seasonal start up meetings
- Organize and order uniforms for all new staff
- Create and distribute monthly newsletter to staff
- Perform other duties as required and assigned

Qualifications:

- A University degree in Human Resource Management, Business Administration or related discipline.
- Minimum of 5 years of progressive human resources experience, preferably in landscape or construction industry.
- Certified Human Resources Professional (CHRP) designation
- Extensive experience in Health & Safety including knowledge and application of both environmental and health and safety legislation as well as industry standards.
- Experience managing staff recruitment and selection in the landscape or construction industry
- Experience in Employee Relations, Training and Development, and Performance Management
- Knowledge of employment-related legislation with the ability to interpret and apply provincial and federal legislation as it relates to employment.
- Experience designing, implementing and training staff on HR policies and procedures
- Ability to manage multiple tasks, prioritize work and exercise initiative to ensure an efficient and quality level of service
- Ability to interface and maintain effective relationships with all departments and employees in a team oriented environment
- Ability to work with confidential and sensitive information and apply sound judgement accordingly
- Strong written & oral communication skills with the ability to communicate at various levels within the organization



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- Strong computer skills with knowledge of MS Word, Excel, PowerPoint, Outlook
- Completion of a CRSP designation or actively in progress is an asset
- Capable of instructing WHMIS & fall protection, as well as other industry and legislated training is an asset



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