

# American Heritage Railways Job Posting



Would you have been one of the rugged, eager to get your hands dirty, not afraid to be off the well-traveled path people that were exploring new frontiers in the late 1800's as railroads opened opportunity in America? If so, you might be the high-energy, rock solid, calm in the storm, entrepreneurial, HR professional passionate about seeing people realize their dreams professionally and personally that [American Heritage Railways](http://AmericanHeritageRailways.com) wants to hire.

American Heritage Railways, the premier tourist rail operator and the industry expert in rail-related special event management is growing and diversifying its rail operations. AHR cares deeply about the customers we serve and the history we preserve. Are you interested in sharing our passion? After reviewing the job description below if this is a position that you would like to interview for please email your resume and a separate cover letter Word or PDF document specifically addressing why you could be our candidate of choice for this position to [recruiting@americanheritagerailways.com](mailto:recruiting@americanheritagerailways.com). Posting will be open until filled. EOE.

## Job Description

**Job Title:** Human Resources Manager

**Reports To:** Various AHR Company GM's, AHR Director of HR and AHR Sr Mgmt

**Type of position:** Exempt / Salaried     **Employee Classification:** Regular

**Job Summary:** Oversee the recruitment, hiring and development of personnel for American Heritage Railways and selected AHR companies. Administer company employment programs. Ensure that personnel policies and procedures are being followed. Function as employee benefit liaison. Assist with training and development. Provide resource assistance with employment issues to HR department staff as needed. This position is based in Durango, CO.

### **Essential Duties and Responsibilities:**

- Ensure recruitment of qualified staff for assigned AHR companies through each company's HR department.
- Work with assigned HR departments and company managers to improve the hiring process by providing training on application/resume review, interview questions and candidate selection.
- Accurately produce and process all employment related paperwork as needed.
- Manage/complete/review all parts of the hiring process (criminal history checks, MVRs, WorkSTEPS, drug testing, e-verify, etc) including the accurate completion of all employment related paperwork.
- Conduct/Coordinate/Review new employee orientations for assigned AHR companies.
- Work with assigned companies to identify, develop and implement talent strategies that meet the needs of the business.
- Maintain current Company Handbooks/Policies for assigned AHR companies to assure compliance with applicable employment law and AHR policy and practice.
- Oversee/Assist with assigned company's Workers Comp program including opening claims as needed, making provider designations when appropriate, maintain files, implementing modified work assignments, and implementing incident reduction programs.
- Assist with implementation/review/reporting/evaluation of safety and risk management programs and processes.
- Provide resources to HR department staff and company managers for disciplinary action needed within assigned AHR companies. Mediate and resolve employee relation issues, conduct thorough and objective investigations as needed and make disciplinary action recommendations when appropriate.
- Coordinate/Produce/Update accurate functional job descriptions in assigned AHR companies.
- Research and train assigned AHR company's HR staff and company managers on employment law changes with primary focus on state and local changes they need to be compliant with.
- Coordinate/Conduct/Evaluate on-going management and staff training.

- Oversee FRA/Company policy compliance with all drug/alcohol testing programs including FRA regulation guidelines for FRA Part 219 Class III Railroad Drug and Alcohol Use Compliance Program. Have knowledge and ability to function as Program Administrator and Designated Employer Representative (DER) when needed.
- Coordinate/Execute, in conjunction with HR staff, employee benefit and assistance programs at assigned AHR companies including health benefits, disability claims, leaves of absence and FMLA, 401k, EAP, etc.
- Lead HR staff and company managers at assigned AHR companies in actively monitoring and seeking to improve employee engagement, improving workplace relationships, and improving company communication with a goal to be an employer of choice in every area that AHR operates.
- Coordinate with legal department on appropriate issues.
- Occasional travel as needed to assigned AHR companies to carry out assigned responsibilities.
- Other duties/projects/assignments as requested by the AHR Director of HR/AHR Executive Team/AHR Ownership.

### **Education, Skill & Work Experience Requirements**

- Bachelor's degree in HR administration or related field, or 5+ year's comparable professional work experience.
- Minimum 3 years' experience managing company HR program administration including experience in payroll, employee benefit plans, risk management, recruiting and training.
- Use of excellent non-verbal, verbal and written communication skills to effectively interact with a diverse variety of personalities.
- Demonstrated ability to develop HR staff members while providing both positional and functional leadership.
- Ability to manage multiple projects contemporaneously.
- Experience in and commitment to working with shared leadership and in cross-functional teams.