

Company: Ball Corporation

Contact Person - Name: Billy Hall

Contact Person - Email: bhall2@ball.com

Contact Person - Phone Number: 3034602197 Title of Job: Manager Plant Human Resources

Location of the Job: Pittston, PA

Instructions on How to Apply: Apply directly to the position by clicking on this link provided:
<https://career4.successfactors.com/sfcareer/jobreqcareer?>

Ball Corporation supplies innovative, sustainable aluminum packaging solutions for beverage, personal care and household products customers, as well as aerospace and other technologies and services primarily for the U.S. government. Ball Corporation and its subsidiaries employ 17,500 people worldwide and reported 2018 net sales of \$11.6 billion. For more information, visit www.ball.com, or connect with us on Facebook or Twitter.

We are growing!!!! As part of our growth plans, we are looking to expand our manufacturing capabilities within the Greater Wilkes-Barre area.

Primary Purpose of Position:

Manages the plant human resources function as directed.

Essential Functions:

- Responsible for maintaining a safe and secure work environment. This includes correcting unsafe acts/conditions, facilitating monthly safety meetings, performing monthly safety inspections, and investigating accidents, as required.
- Supports development, implementation, maintenance, and ongoing improvement of the food safety system.
- Provides administration and supervision of the plant human resources function as directed.
- Provides and maintains plant personnel policies and procedures in accordance with plant, group, and corporate guidelines.
- Administers wage, salary, and benefit programs in the plant in accordance with group and corporate policies.
- Ensures plant staffing needs are met by managing the succession planning, recruiting, selection and placement of candidates for plant positions.
- Ensures all pre-employment requirements such as interviews, physical examinations (post offer), drug tests, background checks, and reference checks are completed in a timely manner.
- Provides and maintains employment practices and procedures in accordance with plant, group, and corporate guidelines and in compliance with governmental regulations and laws in regard to fair employment practices, EEOC, ADA, Civil Rights Act, and Affirmative Action Plans.

- Oversees Workers Compensation investigations, information and programs.
- Coordinates training programs and tracks results.
- Provides and maintains plant personnel functions and records including promotions, merit reviews, disciplinary actions, and implementation of policies and procedures.
- Provides and maintains effective new employee plant orientation programs.
- Establishes and develops programs in all areas of employee relations in order to maintain a climate of trust and confidence that will discourage third party interference, if applicable.
- Develops and monitors plant safety rules and regulations in accordance with plant, group, and corporate guidelines, and in compliance with governmental regulations and laws in occupational safety and health. May arrange and administer plant safety programs in order to maintain safe and healthful working conditions.
- Identifies, develops and implements human resource processes to ensure operational effectiveness and regulatory compliance.
- Administers the collective bargaining agreement and address union related issues i.e., grievance resolution, arbitration (if applicable).
- Prepares for and participates in collective bargaining (if applicable).
- Maintains positive relations with union officials (if applicable).
- Accesses, inputs, and retrieves information from the computer.
- Initiates, reviews, masters, and follows all standard operating procedures (SOPs) for area of responsibility.
- May be responsible for coordinating and committing resources for all emergency response measures, including those identified in the facility's contingency plan. Maintains thorough familiarity with all aspects of the facility's contingency plan, all operations and activities at the facility, the location and characteristics of all wastes handled, the location of all records within the facility, and the facility layout.
- Effectively communicates with federal, state, and local authorities as required. Advises the EM or EFP on all environmental management activities.
- Establishes and maintains an employee relations climate of trust and confidence that will discourage third party interference or establishes and maintains an employee relations climate of trust and confidence with employees, their union stewards and representatives which will promote achievement of plant and company goals.
- Establishes and maintains effective work relationships within the department, the division, the group, and the company. Includes ability to handle stress and to interact with others so as to

establish and maintain a positive and productive work environment and minimize personal conflicts.

- While the regular working cycle of this position is usually 5 days on (Monday-Friday), this job may include working weekends (Saturday and Sunday), working hours may vary as specified by management. Incumbent must be able to work overtime on a regular basis and/or be on call as directed by management.
- Performs those administrative activities necessary for effective management, including provision for selection and development of employees, salary administration, budget administration, employee safety, employee counseling, and motivation, meeting objectives, planning, organizing, integrating and measuring the work performed within the organization.
- Maintains awareness and complies with hazardous waste management and other environmental management requirements in the workplace by attending scheduled training sessions.
- Communicates with the emergency coordinator (EC) or Environmental Focal Point/Environmental Manager (EFP/EM) regarding environmental management activities.
- Understands and responds effectively to EC directions during emergencies by being familiar with emergency procedures, equipment, and systems, as necessary. Implements contingency plan to the level required by the position.
- Understands, completes, and maintains environmental documentation for which the individual is trained, or as directed by the EC, EFP or EM (i.e., inspections, labeling, record keeping, maintenance of equipment, etc.). Reports to the EC, EFP or EM on the status of assigned responsibilities.
- Complies with established job safety practices, policies and procedures as specified in plant and corporate directives for the safe performance of the work assignment.
- Recognizes waste streams and minimizes waste generation, through prudent use of materials, proper disposal and segregation as directed during training or by the EC, EFP/EM. Understands and practices proper accumulation and storage requirements for wastes.
- Complies with environmental regulations when using, dispensing, or handling hazardous and non-hazardous materials and wastes.

Position Requirements:

- Broad training in a related field usually acquired through college degree level education or work-related experience
- HS Diploma/Equivalency required
- Job related experience for 2 year(s) minimum

- Working knowledge of the following areas: employee relations, H.R. management, industrial relations, business practices, H.R. legal practices, Labor Relations (if applicable) and generally accepted managerial practices and procedures.
- Ability to apply intensive and diversified evaluation, selection, and substantial adaptation and modification of standard plant human resources techniques, procedures, and criteria.
- Must be able to handle sensitive related and proprietary information in a confidential manner.
- Performs such individual assignments as management may direct.
- Must follow company policies, procedures, practices, and standards of conduct as outlined in the Ball Corporation manuals.
- Ability to negotiate with contractors for facilities services.
- Ability to operate and functionally use a computer.
- Must maintain professional competence, ethical integrity, knowledge, and skills.
- <10% travel
- Works in both office and manufacturing environments.
- This position is exposed to occupational hazards, including but not limited to, high noise levels, physical obstacles, exposure to chemicals, etc.
- Must wear appropriate safety glasses, hearing protection, clothing, and footwear in appropriate areas and follow safety practices.

Relocation may be available for this position.

Equal Opportunity Employer

Minority, Female, Disabled, Lesbian, Gay, Bi-sexual, Transgender and Veterans