

Now hiring.

Human Resources Generalist



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The Human Resources (HR) Generalist provides day-to-day HR and safety support across Doug Tarry Limited's office, site, and operational environments. This role supports recruitment, onboarding, employee relations documentation, training coordination, safety records, inspections, incident follow-up, WSIB and return-to-work processes, and compliance tracking.

Working with HR Manager, HR Generalist, Health & Safety Manager, leaders, employees, trades, subcontractors, and external partners, the position helps ensure consistent application of company policies, legislative requirements, privacy expectations, engagement practices, and continuous improvement initiatives aligned with Doug Tarry Limited core values.

Reporting Structure:

- Reports to the HR Manager.
- Works under guidance of the HR Manager and Health and Safety Manager.
- No direct reports - works closely and collaboratively within own department, plus all other departments.

Education and Qualifications:

- Ontario Secondary School Diploma (OSSD) or equivalent and completion of a college diploma, university degree, or professional development program in Human Resources Management, Occupational Health and Safety, Business Administration, Industrial Relations, or a related field; equivalent experience will be considered.
- Minimum 3 years of progressive experience in human resources, health and safety, employee relations, recruitment, training coordination, construction administration, or a related generalist role; construction or field-based experience is strongly preferred.
- CHRP designation, working toward CHRP, occupational health and safety certification, JHSC certification, NCSO, CRSP, or related training is considered an asset.
- Working knowledge of Ontario employment legislation, the Occupational Health and Safety Act, Construction Projects Regulation, WSIB processes, WHMIS, Working at Heights, AODA, privacy requirements, and general construction safety practices.
- Valid Ontario driver's license with clean driving record is required.



**Required Knowledge/Skills:**

- Provide confidential first-point HR support to employees and leaders with professionalism, accuracy, and sound judgment.
 - Apply working knowledge of Ontario employment standards, health and safety legislation, WSIB, AODA, privacy requirements, construction safety practices, and company policies.
- Maintain strong organization, follow-up, communication, coaching, teamwork, and relationship-building skills while managing competing priorities and sensitive information.
- Apply working knowledge of recruitment, onboarding, training, safety records, inspections, corrective actions, incident documentation, employee files, policy acknowledgements, and compliance deadlines.
 - Collaborate with HR Manager, HR Generalist, Health & Safety Manager, Construction, Service, Operations, Payroll, leaders, employees, trades, subcontractors, vendors, consultants, and authorities.
 - Use Microsoft Office, ADP, and safety, construction, learning, or document management systems.

Core Functions and Responsibilities:

- Support day-to-day HR generalist and health and safety administration across office, yard, and active construction site environments.
- Coordinate recruitment, onboarding, orientation, required forms, policy acknowledgements, safety training records, certifications, probationary tracking, and employee file setup.
- Provide practical HR support on policies, employee relations, attendance, performance documentation, investigations, workplace accommodation, and general HR inquiries.
- Maintain accurate HRIS data, employee records, training records, inspection logs, JHSC documentation, incident files, WSIB documentation, return-to-work files, and compliance tracking.
- Coordinate communication and meetings with employees, managers, supervisors, project teams, trades, subcontractors, external partners, and authorities as required.
- Conduct or support site inspections, safety observations, hazard assessments, field audits, toolbox talks, orientations, and corrective action follow-up.
- Support incident, injury, near-miss, hazard, and workplace complaint reporting, including documentation, investigation support, corrective action tracking, and communication.
- Assist with WSIB, modified duties, return-to-work planning, Ministry of Labour inspections, safety program audits, prequalification requests, policy review, employee communications, and continuous improvement.

General Responsibilities:

- Uphold Doug Tarry Limited core values, brand standards, policies, procedures, and legislative requirements.
- Maintain ethical, professional relationships with staff, consultants, vendors, subcontractors, customers, and authorities.
- Support collaboration, healthy work environments, sustainability, innovation, customer service, and continuous improvement.
- Complete assigned tasks in a timely manner, including duties that may require additional effort to meet sensitive deadlines.
- Perform other duties as assigned.

Working Conditions:

- Role is split between office, field, yard, and active construction sites, with regular travel in all weather conditions and required PPE on active sites.
- Requires use of HR, safety, payroll, training, construction, and document management systems as specified by DTL.
- Requires communication with employees, leaders, trades, subcontractors, external partners, and authorities to support deadlines and documentation flow.

Hourly wage is \$28 to \$36 per hour

If you meet the qualifications needed for this position, we invite you to submit an application to our organization. At Doug Tarry Limited, we are a team, we hold each other accountable to our values. We are a forward-thinking organization that is rapidly advancing in the high-performance sustainability sector and need like-minded individuals to work with our stellar team! *We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

