

# POSITION DESCRIPTION

MAJOR, LINDSEY & AFRICA

MAJOR, LINDSEY & AFRICA | 521 FIFTH AVE., 5<sup>TH</sup> FLOOR, NEW YORK, NY 10175 | 212.421.1011

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**EMCOR Group, Inc.**  
Norwalk, CT  
<http://emcorgroup.com>  
NYSE: EME



EMCOR Group, Inc. (“EMCOR” or the “Company”) has exclusively retained Major, Lindsey & Africa to conduct a search for an Employment Counsel to be located in its Norwalk, CT office. EMCOR is an equal opportunity employer. Interested candidates please submit your resume (in MS Word) to the recruiters managing this search, Pamela Salling at [psalling@mlaglobal.com](mailto:psalling@mlaglobal.com) and Lee Udelsman at [ludelsman@mlaglobal.com](mailto:ludelsman@mlaglobal.com), or by submitting your resume to [CounselEMCOR@mlaglobal.com](mailto:CounselEMCOR@mlaglobal.com). Please do not contact the organization directly; all resumes sent to the organization will be routed to MLA for handling and will create delays.

## EMPLOYMENT COUNSEL

**Overview:** Reporting to EMCOR’s VP of HR and Assistant General Counsel, the Employment Counsel will provide employment advice, manage employment-related dispute/litigation, promote compliance with employment laws, and provide compliance training to the workforce on applicable employment policies and issues.

**Company:** A publicly traded, Fortune 500® company with 2020 revenues of approximately \$8.8B, EMCOR Group, Inc. (NYSE: EME) is a leader in mechanical and electrical construction, industrial and energy infrastructure, and building services. EMCOR provides its essential services to a broad range of commercial, industrial, utility, and institutional customers.

**Compensation:** Competitive and commensurate with experience.

**Experience:** 6+ years of experience with major law firm training and/or in-house experience handling a wide range of employment law issues. The Employment Counsel will have significant experience providing employment advice, drafting, and negotiating separation and severance agreements, managing employment disputes and related litigation, conducting internal investigations, and creating and providing compliance training on applicable employment policies and issues. They must be highly competent and business savvy with substantive knowledge of and experience with employment law matters.

**Location:** Norwalk, CT

**Relocation:** Local candidates preferred.



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## Company Overview

A Fortune 500® company with 2020 revenues of approximately \$8.8B, EMCOR Group, Inc. is a leader in mechanical and electrical construction, industrial and energy infrastructure, and building services.

A provider of critical infrastructure systems, EMCOR gives life to new structures and sustains life in existing ones by planning, installing, operating, maintaining, and protecting the sophisticated and dynamic systems that create facility environments—such as electrical, mechanical, lighting, air conditioning, heating, security, fire protection, and power generation systems—in virtually every sector of the economy and for a diverse range of businesses, organizations, and government entities.

The approximately 33,000 skilled employees of EMCOR have made the company among the “World’s Most Admired” and “Best Managed.” EMCOR’s diversity—in terms of the services it provides, industries it serves, geography it spans and workforce it employs—has enabled it to create a stable platform for sustained results.

## Position Information

Reporting to EMCOR’s VP of Human Resources & Assistant General Counsel, the Employment Counsel will provide legal services and support to EMCOR and its affiliated companies. Specifically, they will focus on legal matters related to employment and human resources issues, including policy and practices development and review, conducting workplace investigations, managing employment litigation, and providing advice on union negotiations, collective bargaining agreements, union organizing, and all other areas of traditional labor relations. The Employment Counsel also will be responsible for handling contractual matters that implicate employment and human resources issues and supporting compliance and audit initiatives relating to the Company’s employment policies and procedures. The Employment Counsel must be business-oriented and provide practical solutions, strategies, and risk scenarios to the business in the context of offering legal advice.

## Responsibilities

- Serving as a proactive advisor on employment-related legal matters impacting EMCOR and its affiliate;
- Working closely with EMCOR’s human resources leadership and partners to accomplish the Company’s workforce objectives while minimizing risk across various personnel matters. The areas that this position will address, in the context of providing employment advice, include: performance management, termination, reductions in force, talent acquisition, leaves of absence and accommodation, EEO/affirmative action, and learning and development;
- Developing, drafting and/or reviewing corporate wide employment related training, policies, handbooks, practices and procedures;
- Monitoring legislative and regulatory developments in the area of employment and labor relations and advise the business on such developments;
- Coordinating and conducting audits to ensure active compliance with current policies, legislation, and regulations;
- Developing, reviewing, and leading, as necessary, educational, and training sessions for all levels of management regarding employment related laws and regulations;



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- Evaluating pre-litigation issues to minimize risks, overseeing, and managing employment-related claims and litigation, and handling settlement negotiations;
- Providing litigation management and oversight of outside counsel on employment and compliance matters;
- Conducting internal investigations;
- Drafting employment agreements, consulting agreements and severance arrangements;
- Advising on labor issues and collective bargaining agreements, conducting labor negotiations, attending arbitrations, and interacting with local union leadership;
- Counseling appropriate business segments on management represented status;
- Advising on insurance programs as they relate to employment matters; and
- Interacting with and supporting other functions at EMCOR as needed.

## Qualifications & Skills

- A member in good standing of the New York or Connecticut bar, or the ability to register as in-house counsel therein;
- A minimum of six (6) years of experience handling a wide range of complex, employment law issues;
- Proficiency in business operations and legal advice;
- Superior analytical, drafting, problem-solving, risk mitigation, and negotiation skills;
- Strong interpersonal skills and emotional intelligence;
- Exceptional oral and written communications;
- Excellent organizational skills with a high level of attention to detail and accuracy;
- Excellent judgment and leadership skills;
- Ability to work independently, reach out for assistance when needed, manage various tasks and balance competing priorities;
- Ability to collaborate effectively with business people and outside counsel; and
- Highest ethical standards, professional integrity, dedication, and work ethic.

## Why EMCOR?

- An opportunity to work in a dynamic in-house legal department for a diversified, growing, and financially stable Fortune 500® company that is a leader in its field.
- A highly challenging role supporting multiple business units.
- A competitively compensated position that offers diverse professional experience as well as growth and development opportunities (both subject matter and projects) for a high-performer.

## Process

Submit a resume in Microsoft Word format with a letter describing your interest and relevant skills to:

**Lee Udelsman, Partner**  
[Ludelsman@mlaglobal.com](mailto:Ludelsman@mlaglobal.com)

**Pamela Salling, Director**  
[Psalling@mlaglobal.com](mailto:Psalling@mlaglobal.com)

No calls please. You may be required to complete additional documents to be considered for this position.