**Reports To:** General Manager

**Hours:**  Monday – Friday / 6:00 a.m. – 5:00 p.m. (occasional Saturdays)

**SUMMARY**

Position is responsible for the set up and tear down, operation, maintenance, and record keeping of portable concrete batch plant. In addition to operating the plant, the employee will assist with coordination of daily plant activities such as scheduling truck drivers and ordering plant materials. Operates concrete plant to batch materials used in highway and bridge construction. Manage controls to heat, weigh, and mix aggregate, cement, and water to produce concrete that conforms to processing specifications. May require the ability to repair machinery, using hand tools, power tools, and welding equipment. When not batching concrete, applicant may be asked to haul concrete in a Mixer. This position is part time plant operator, full time driver.

**DUTIES**

* Oversee all plant operations, coordinate and monitor daily work load throughout the plant, and monitor plant cleanliness
* Ensure that all products meet 100% total quality requirements, take samples, and test as necessary to supplement quality control
* Ensure that all equipment continually remain in a safe and efficient operating condition, monitor all preventative and regular maintenance on vehicles and equipment. Maintain adequate levels of all supplies and products relating to Ready Mix
* Maintain accurate and current reports as required
* Ensure that all company environmental regulations and policies are followed

**REQUIREMENTS**

* Thorough knowledge of all aspects of concrete batching technology, equipment, methods, and safety is required
* Working computer knowledge, including applicable Microsoft software
* Candidate must have excellent communication and organizational skills
* Must be able to handle multiple tasks in a fast-paced environment
* Candidate must have a minimum 2 to 5 years concrete batching experience in concrete ready mix
* Class B CDL with airbrakes is required for this position

**Standard Requirements**

* Demonstrated commitment to safety as expressed in JMAC Energy Services corporate value *People First, Safety Always*
* Ability to pass background and drug and alcohol tests
* Availability to work long hours, including nights, weekends, and holidays as required
* Ability to work safely in all types of weather
* Timely and regular attendance is an expectation of performance for all JMAC Energy Services employees. Employees will be held accountable for adhering to their workplace schedule.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
* Ability to speak effectively, in English, to customers or employees of organization.
* Ability to work independently and in a group or team environment
* The employee must have the ability to lift and/or move more than 50 pounds
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
* Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Acknowledge Review of This  *(Employee’s Name - PRINT Name)*

Job Description.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_