**REPORTS TO:**  General Manager

**HOURS:**  Full Time including occasional Saturdays

**JOB SUMMARY**

The Ready Mix Plant Operator is responsible for the daily operation, maintenance, and record keeping of JMAC Resources’ concrete batch plant located at our market site. In addition to operating the plant, the employee will assist with coordination of ongoing plant activities such as scheduling truck drivers and ordering plant materials. Typical plant projects will be to produce concrete for highway and bridge construction projects.

**DUTIES**

* Perform all operations using safety best methods, other operating best methods, and in compliance with JMAC Resources’ safety and environmental policies/practices and regulatory requirements
* Oversee all plant operations. Coordinate and monitor daily work load throughout the plant. Operate the plant to control heat, weight, mix aggregate, cement, and water in order to produce concrete that conforms to processing specifications. Monitor plant cleanliness
* Ensure that all products meet 100% total quality requirements. Take samples and perform testing as necessary to supplement quality control processes
* Schedule drivers and organize the daily dispatch of all equipment. Coordinate transportation demands for equipment needs on a normal and emergency basis
* Develop and maintain customer relations via phone and fax. Make additions, cancellations, and changes to the schedule regarding equipment location based upon customer needs, equipment availability and production schedule
* Maintain accurate and timely reports as required
* Ensure that all equipment continually remains in a safe and efficient operating condition. Monitor all preventative and regular maintenance on vehicles and equipment. Oversee all maintenance of the concrete batch plant
* Maintain adequate levels of all supplies and products relating to Ready Mix. Perform inventory control processes
* Other projects as assigned by supervisor

**REQUIREMENTS**

* Demonstrated commitment to safety as expressed in JMAC Resources’ corporate value *People First, Safety Always*
* Minimum 3 to 5 years concrete batching experience in concrete ready mix
* Previous batching experience
* Previous customer service experience in the equipment rental/construction industry or related field preferred but not required
* Possess a thorough working knowledge of all aspects of concrete batching technology, equipment, methods, and safety
* Demonstrated ability to work to a high standard of customer service, quality and efficiency to meet customer expectations, timelines, and company project goals
* Excellent verbal and written communication skills. Strong ability to communicate effectively and professionally over the phone
* Strong organizational skills and the ability to multitask in a fast-paced environment
* Demonstrated ability to work as a member of a team
* Positive attitude
* Physical ability lift and carry 50 pounds
* Computer skills including Microsoft Office applications such as Excel, Word, and Outlook
* Flexibility to work overtime hours
* Valid United States issued driver’s license with a good driving record
* Ability to pass background, drug and alcohol screens
* High School Diploma or equivalent

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_