**Reports To:** N/A

**Hours:** Monday-Friday 7:00am-7:00pm minimum

**SUMMARY**

This position requires the availability to work up to 7 days per week as well as varied and extended hours. Successful candidates may be required to travel out of town for extended periods of time.

**DUTIES**

* Provide leadership skills to Manage and Develop all employees. Responsibilities to include but not limited to Safety, Environmental, Maintenance, Production/Operations
* Personal Commitment to Safety and ability to lead employees toward continuous improvement in safety processes and behaviors
* Responsible to supervise multiple pit locations, up to 5 plants with 2 shifts of 2-6 operators
* Make sure weekly toolbox safety meetings are being held
* Monthly safety assessment of current plants and pit locations must be communicated to Materials Division Manager
* Must review timecards from each foreman, initial and forward to office before 9 AM the day after shift is complete
* Must help verify all onsite fuel deliveries and maintain a list of vendors and contacts from which purchases will be made
* Assign responsible employee to drive to and from pit as necessary
* Responsible for verifying crew arrive and depart shift at designated times by contacting foreman. Any and all time off must be requested on paper, and if approved forwarded to Materials Division Manager and office for final approval and recording
* Responsible for ensuring all paperwork is properly filled out and turned into proper person, including – timecards, receipts, weekly equipment reports, equipment and site inspection reports
* Coordinate directly with shop any equipment repair needs, parts or any other shop related activities
* Coordinate, with shop, any third party maintenance and repairs. Review weekly Open Equipment Work Order Backlog Report

**REQUIREMENTS**

* Must be able to communicate all equipment and maintenance needs on site to Shop, Materials Division Manager and Vendors as necessary.
* Required to work through one weekend per month as designated by Materials Division Manager
* Minimum work hours for day are Monday 7 AM through Friday 7 PM. May work more hours as deemed necessary to supervise multiple shifts
* Must be able to troubleshoot equipment repairs and fix accordingly. All 3rd Party repairs must be approved by Materials Division Manager
* A designated lead man must be determined and provided in the event that a foreman is on leave or will not be able to work a 6 day schedule
* Must be able to set up, follow , communicate and make adjustments to stripping/reclamation and mining plans, report details as they relate to the operations of the overall construction project daily and weekly to Materials Division Manager
* Must show proficiency in the operation and communicating a clear plan of aggregate plant processing and heavy equipment. Ability to switch shifts mid week to spot check night crews. This is important to check on the Safety of night operations.

**STANDARD REQUIREMENTS**

* Demonstrated commitment to safety as expressed in JMAC Energy Services corporate value *People First, Safety Always*
* Valid US issued driver’s license with a good driving record
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_