



## POSITION DESCRIPTION

**Position Title:** *PLANT OPERATOR*  
**Reports To:** RVP, Area Manager, Operations Manager or Plant Manager

### **Responsibilities:**

*Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement:*

*"SERVICE to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service we deeply value: **HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT.** We commit to work together fairly and safely, holding these values for the common good."*

### **Major Responsibilities:**

1. Manage or assist in managing the maintenance, inventory, and daily operation of the plant, batch system, etc. including but not limited to receiving orders and delivering products to customers in a timely and efficient manner satisfying customer specifications all the while improving KPI goals.
2. Ensure accurate and timely company and government regulatory compliance and reporting with regards to safety and environmental.
3. Take ownership of plant facilities to ensure regulatory compliance, superior housekeeping and excellent operation.
4. Works as a team player with quality, safety, bookkeeping, fleet management, the corporate office, constructions products, etc. including maintaining complete and accurate documentation of records, reports and sales.

### **Specific Duties:**

1. Control, maintain and report all inventories.
2. Serve as the "order taker" from customers for concrete and/or materials.
3. Encourage a positive working relationship with area personnel to ensure customers' jobs are serviced according to customer expectations.
4. Encourage a positive working relationship with customers to ensure their jobs are properly serviced.
5. Communicate to management problems encountered with customers, area personnel, equipment, etc.
6. Perform all maintenance and repairs to the assigned plant.

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7. Batch concrete according to ASTM C94 standards.
8. Control the quality of concrete batched from the plant.
  - Take daily samples of materials and adjusts the moisture probes if needed.
  - Visually inspect the first three (3) loads or until satisfied that the mix is within specifications for that particular project.
  - Work closely with the QA Director to assure that all concrete is batched within specifications.
9. Maintain records to assure that scales are certified and plants' NRMCA certification is current.
10. Complete all paperwork including tickets, voided tickets, inventories and all COD orders.
11. Manage trucks assigned to plant, e.g. cleanliness, maintenance, etc.
12. Assist in maintaining time records of Mixer Truck Operators reporting to that plant.
13. Direct drivers to jobs.
14. Maintain a clean and safe work environment.
15. Maintain soldier blocks and forms for paving to utilize waste concrete.
16. Maintain good working relationships with safety, dispatch, QA, sales, customers, vendors, etc.
17. Periodically sample and check the ph balance of storm water and process wastewater. Once checked, forward sample(s) to the designated lab.
18. Must exhibit good communication, aptitude and decision-making skills.
19. In states where required, this position must obtain and retain all certification and education levels as required by the governing authority in that state, e.g. ACI certification in the Sate of Alabama.
20. All other duties or special projects as assigned by management.

NOTE: In Areas where a central dispatch system is not installed, the Plant Operator may have dispatching responsibilities.