



POSITION DESCRIPTION

Position Title: *PRECAST PRODUCTION SUPERVISOR*

Reports To: **Precast Production 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. Works well with employees and other company personnel.
2. Direct, coach, communicate, motivate, and develop skills of direct reports through effective, consistent and timely training, recognition and discipline.
3. Improve the precast yard record by having no written violations (regulatory or corporate), improving the safety record from the previous year including RIR, VRIR, lost days, etc.
4. Exceeds quality standards by ensuring quality concrete is used every day, forms are maintained and kept in good shape, excellent records are kept including documenting plastic and compressive results of concrete, etc.
5. Other duties and responsibilities assigned by management.

Specific Duties:

1. Control, maintain and report all inventories relating to the redi-rock yard.
2. Manage the daily responsibilities of plant personnel including directing work, disciplining when required, conducting performance reviews, training employees, addressing complaints and resolving problems.
3. Assist with the hiring of employees by seeking, interviewing and recommending applicants for hire.

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4. Conduct plant maintenance and repairs as needed for safety, operational and cleanliness purposes.
5. Responsible for training direct reports to ensure their level of knowledge meets industry standards & customer requirements.
6. Oversee the completion of all paperwork including tickets, voided tickets, inventories and all COD orders including correct payment.
7. Manage trucks assigned to the redi-rock yard to promote the company and control costs. This includes cleanliness, maintenance, safety, & environmental.
8. Maintain time records and controls the time of hourly employees to maximize plant efficiency.
9. Develop & follow-through with procedures to utilize waste concrete in making pre-cast products.
10. Maintain good working relationships with all company personnel to best promote the company.
11. Promote safety at the plant by holding employees accountable for their actions, conducting training sessions and constant communication.
12. Ensure direct reports comply with all DOT requirements including but not limited to medical cards, commercial drivers license, motor vehicle reports, abides by legal load limits, controls maximum hours worked, CSA, etc.
13. Exhibit good communication, aptitude and decision-making skills.
14. Ensure compliance with Storm Wastewater Preventative Plan for the redi-rock year.
15. All other duties or special projects as assigned by management.