



**MMC MATERIALS, INC. & BAYOU CONCRETE, LLC**

**POSITION DESCRIPTION**

**Position Title:** *PRECAST PRODUCTION TECHNICIAN*

**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. Maintains an accurate inventory, coordinates with sales, customers, and trucking companies to ensure correct loading and scheduling.
2. Works well with employees and other company personnel.
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 precast yard.
2. Maintain the precast production yard in a neat and orderly manner including material inventory.
3. Setting and pouring forms to customer specifications.
4. Operating plant equipment in moving and maintaining product inventory.
5. Ensure materials used in preparing the precast pipes meet quality standards.
6. Conduct plant maintenance and repairs as needed for safety, operational and cleanliness purposes.

7. Ensure all paperwork including tickets, voided tickets, inventories and all COD orders are correct prior to processing.

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**Position Description – Precast Production Technician**

8. Ensure trucks assigned to the pre-cast yard are properly utilized to promote the company and control costs. This includes cleanliness, maintenance, safety, & environmental.
9. 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 following all safety policies and procedures, participating in training sessions, and communicating with employees on safety related issues.
12. Exhibit good communication, aptitude and decision-making skills.
13. Ensure compliance with Storm Wastewater Preventative Plan for the pre-cast year.
14. All other duties or special projects as assigned by management.