

Position Opening

Job Classification: Supervisor, Huntington

Location: Huntington, Utah

Opening Date: 11/19/2020

Grade: 8 Exempt

Closing Date: Until Filled

Wage: Salary DOE

Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

Primary Job Function:

Oversee and direct the daily operations, the electrostatic separation process, quality control, inventory management, maintenance and personnel at the Huntington Facility. Responsible for the implementation of all safety related tasks and requirements. Communicate with the PacifiCorp site contacts on a daily basis to ensure we are aware of production disruptions and raw ash quality is maintained.

Responsible for required reporting to ensure contractual obligations are met per our agreement with STET on the operation, performance and maintenance of the separator equipment.

This position reports to the Utah Regional Manager. This is a safety sensitive position.

Please see below a brief summary job description.

Essential Requirements:

- Wear required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks and gloves
- Climb ladders and stairs to elevations of 100' or more as required
- Capable of doing repetitious arm, hand and leg motion
- Work in confined spaces with low clearance requiring bending or kneeling
- Lift weights of up to 94 lbs.
- Work in inclement weather when required or assigned
- Stand or sit at control panels or computer workstations for extended periods of time
- Capable of hearing alarms and changes in noise levels for safety purposes
- Daily attendance required which will exceed 10-hour shifts, weekend and off-hour call outs handled as required
- Required and predictable attendance

Knowledge, Skills and Abilities:

- High School Diploma, G.E.D, or equivalent
- Three years' experience in fly ash operations
- Possess a valid driver license and acceptable driving record
- Possess knowledge and understanding of fly ash transfer systems, truck loadout systems, control systems and be capable of directing troubleshooting of these systems in order to ensure no interruption of operations and truck loading
- Able to learn and understand the details of the electrostatic separation process and be able to train employees in the proper and safe operation of this equipment
- Possess knowledge of truck scale calibration and certifications and ensure compliance based upon state department of weights and measures
- Possess knowledge and understanding of negative draft dust collectors, truck loadout systems, loadout valve operations, instrument readings, differential pressures and process flow
- Read, write and communicate clearly for documentation, record keeping, and customer relations
- Complete the training requirements to further their abilities in this position according to company policies

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- Possess a thorough knowledge of coal combustion products, product specifications and departmental policies and procedures
- Satisfactorily perform and oversee production and lab testing programs incidental to the electrostatic separation of raw fly ash
- Possess a thorough knowledge of computer hardware, software and company network in order to perform orders, inventory management, production reports, data entries, Command entries and other spreadsheet entries as directed
- Able to multi-task and possess exceptional time management skills
- Operate mobile and fixed equipment in a safe manner and train Facility Operators on mobile equipment operation and maintenance

Duties and Responsibilities:

- Oversee the OSHA Compliance and safety program at the Huntington Facility, including assurance that weekly safety tailgate meetings and compliance of company rules and regulations are completed
- Responsible for the daily direction of the Huntington Facility Operators
- Responsible for the operations and maintenance of the Huntington facility and all mobile and fixed equipment located at this facility
- Develop, monitor and control shifts schedules, overtime, employee holidays and PTO to ensure coverage for a 24/7 operation or as required
- Monitor and manage employee's hours, shifts and timecards to ensure accuracy
- Instill and promote company values of integrity, accountability, excellence, and a positive attitude
- Supervise and coach employees according to company policies
- Oversee employee progress, upgrades and reviews according to company policy
- Ensure plant maintenance for the Huntington facility is completed to ensure minimal equipment downtime and a safe work environment for employees and other interacting plant personnel, drivers, vendors or subcontractors
- Supervise and coordinate billing, customer orders, inter-company and outer-company bulk shipments from the Huntington Facility
- Oversee the raw feed, product and carbon products production, quality control and inventory control
- Work with the PBU Safety Manager and any designated responsible Huntington Facility safety employee to ensure the safety program at Huntington is being followed and all safety related equipment is available
- Train and motivate operators to ensure an efficient, safe, stable and cooperative workforce in compliance with company policies and procedures, standard practices, and work rules, as well as applicable government regulations pertaining to safety and environmental control
- Effectively manage and maintain the relationship between the Company and the Operating Utility to ensure a stable and symbiotic relationship
- Effectively manage and maintain the relationships between the Company and associated distribution terminals, designated facilities, trucking companies and customers
- Effectively manage and maintain a positive and professional work environment, ensuring employees are working harmoniously together
- Responsible for verification of current and correct Certificates of Insurance for truckers, customers, Contractors and vendors at designated facilities
- Responsible for initiating and following through with criteria set forth in the companies document retention policy
- Promote an "open door" environment within the workplace for employees and Deseret Power Utility contacts
- Perform and oversee housekeeping and clean up duties to maintain a safe work environment as needed
- Direct the Facility Operators to ensure mobile and fixed equipment is maintained per manufacture and preventive maintenance schedules
- Work directly with the Technical Services, Utah Regional Manager and Logistics Assistant to maintain and oversee control hardware and software, monitors, HMI's, PC's, PLC's, etc. to ensure no communications or control system breakdowns occur
- Coordinate and obtain approval for changes of mobile and fixed communication devices such as cell phones, laptops and desk top PC's with the IT Department and Utah Regional Manager
- Communicate production, quality and maintenance concerns that could affect sales with the Utah Regional Manager
- Perform other duties incidental to this classification and as directed



PHOENIX CEMENT

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Position Opening

Internal Applicants-please complete an Internal Transfer Opportunity Request Form and send to dpeters@srmaterials.com.

Salt River Materials Group (SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.

Salt River Materials Group preferentially hires Native Americans.