



Position Opening

Job Classification: Production Supervisor

Opening Date: **May 16, 2013**

Closing Date: **May 26, 2013**

Location: Phoenix, AZ (various plant site responsibilities)

Grade: 8 Salary - DOE

Primary Job Function: Oversee and responsible for production at the designated plant sites; to include employees, quality control, maintenance, purchasing, bulk shipments, and inventory control concerning production at plant sites and any other designated facilities. This position works closely with the Mechanic Shop Supervisor and reports to the Operations Manager.

Please see below a brief summary job description.

Essential Requirements:

- Wear all required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks and gloves.
- Physically capable of climbing up and down, above, inside and under equipment.
- Capable of doing repetitious arm, hand and leg motion.
- Stand or sit for considerable amounts of time
- Lift up to 80 lbs safely
- Work various schedules including overtime, holidays, call outs and weekends, as needed.
- Work in inclement weather when required or as assigned.
- Required and predictable attendance

Knowledge, Skills & Abilities:

- High School Diploma, GED or equivalent
- Minimum 5 years experience in aggregate, cement, or similar construction or mining related products or materials with 2 years in a Foreman capacity or equivalent.
- Experience and knowledge in Mine Safety and Health Administration (MSHA)
- Able to 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.
- Possess a thorough knowledge of aggregate materials production, product specifications, and departmental policies and procedures.
- Possess knowledge of computer hardware and software for reporting purposes
- Operate fixed and mobile equipment in a safe manner
- Possess a valid drivers license and acceptable driving record.
- Effectively communicate and maintain a positive and professional work environment
- Ability to analyze equipment needs and respond accordingly

Duties & Responsibilities:

- Coordinate with Safety department to implement a safety program according to company policy to ensure safety goals are being achieved.
- Promotes proper safety and accident prevention attitudes and practices among the employees; takes appropriate action to resolve or minimize any problems. Ensures all accidents are reported in a timely manner.
- Responsible for the daily direction and operations of assigned plant sites or any other designated facilities; to include the monitoring of excavation procedures with regards to boundaries, depths, limits, permits and quality of raw aggregate.
- Evaluate material processing time and quantities to adjust procedure, manpower and equipment.
- Maintain reports for tracking and analysis of key production statistics to evaluate compliance of company goals and make management decisions with accurate information.



Duties & Responsibilities

- Communicates frequently with the Safety, Quality Assurance, Quality Control and Environmental departments to ensure an efficient production process.
- Oversee and supervise all plant maintenance to ensure an efficient production process.
- Oversee and supervise all plant maintenance to ensure minimal equipment downtime and a safe work environment for all employees and any other interacting plant personnel, vendors or subcontractors.
- Instill and promote company values of integrity, accountability, excellence and a positive attitude.
- Ensure staffing needs are met and actively participate in interviews.
- Supervise and coach employees according to company policies.
- Oversee employee progress and conduct reviews according to company policy
- Train and motivate all employees to ensure an efficient, safe, stable and cooperative workforce in compliance with company policies and procedures, standard practices and work rules; as well as all applicable government regulations pertaining to safety and environmental control
- Effectively manage and maintain a positive and professional work environment, ensuring employees are working harmoniously together.
- Promote an "open door" environment within the workplace
- Oversee clean up duties to maintain a safe work environment as needed.
- Perform any other duties incidental to this classification

Applicants –please complete an application online on our website www.srmaterials.com , email to dpeters@srmaterials.com , or fax 480-945-6717.

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Salt River Materials Group preferentially hires Native Americans