



BAYOU CONCRETE LLC

POSITION DESCRIPTION

**Position Title:** *PLANT SUPERVISOR*

**Reports To:** Operations Manager, Area 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. Exceed Key Performance Indicators (KPI) goals as defined in the annual operating plan namely batch tolerances, control start-up and shut-down times, and others that may be assigned.
2. Reduce plant employee turnover on a year-to-year basis.
3. Direct, coach, communicate, motivate, and develop skills of direct reports through effective, consistent, and timely training, recognition, and discipline.
4. Improve the plant safety and environmental record by having no written violations (regulatory or corporate), improving the safety record from the previous year including RIR, VRIR, lost days, etc.
5. Exceed quality standards for the plant by eliminating rejected loads of concrete and maintaining high in-tolerances on all batched concrete.

**Specific Duties:**

1. Control, maintain and report all inventories.
2. Encourage a positive working relationship with area personnel to ensure customers' jobs are serviced according to customer expectations.
3. Encourage a positive working relationship with customers to ensure their jobs are properly serviced.
4. Communicate to management problems encountered with customers, area personnel, equipment, etc.
5. Ensure the plant is in proper working order by performing periodic maintenance and working with the maintenance team to make repairs to the assigned plant.

**Position Description - Plant Supervisor**

6. Direct the batching of concrete according to ASTM C94 standards.
7. Control the quality of concrete batched from the plant.
  - Take daily samples of materials and adjust 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.
  - Responsible for checking the first load of every air entrained mix and recoding that information into the QC Load Book.
8. Maintain records to assure that scales are certified and plants' NRMCA certification is current.
9. Complete all paperwork including tickets, voided tickets, inventories and all COD orders.
10. Manage trucks & equipment assigned to the plant for cleanliness, maintenance, efficient use, etc. including verifying DVIRs are properly completed and repairs made.
11. Assist in maintaining time records of Mixer Truck Operators reporting to that plant.
12. Direct MTOs to jobs.
13. Maintain a clean and safe work environment by conducting plant facility inspections to identify deficiencies that need improving or correcting. Direct employees to improve/correct identified deficiencies.
14. Maintain soldier blocks and forms for paving to utilize waste concrete.
15. Maintain good working relationships with safety, dispatch, QA, sales, customers, vendors, etc.
16. Ensure the discharge point for storm water and process wastewater is clean and the Operations Manager is notified a discharge has occurred.
17. Must exhibit good communication, aptitude and decision-making skills.
18. In states where required, this position must obtain and retain all certification and education levels as required by the governing authority in that particular state, e.g. ACI certification in the Sate of Alabama.
19. All other duties or special projects as assigned by management.