

READY MIX BATCHMAN

Insurance Code 8232

Position Code 47-2061

The Batchman is responsible for mixing ingredients to make concrete, transporting mixed concrete, maintaining and cleaning the batch plant, silos and mixer.

- Read and follow instructions, procedures and schedules as outlined in various batch plant manuals, update manuals as needed. Ask for help if you have questions. Oversee and/or perform daily batch plant, mixer and general clean up, etc.
- Keep batch plant operational at all times, meaning properly maintained and an adequate inventory of batching materials.
- Communicate with Plant Manager, Plant Superintendent and/or Project Managers on pours.
- Maintain compliance regarding all aspects of the batch plant and batch plant clean up.
- Turn Batch Tickets and all other received tickets in daily
- Perform monthly inventory of concrete batching materials and provide report to Accounting Dept.
- Always work safely and follow all established Con-Agg of MO, LLC-Columbia Ready Mix safety policies, including lock-out/tag-out procedures.
- Make sure the batching office is maintained as an office and not used as a breakroom, no smoking or unauthorized personnel.
- Additional duties as assigned by the Manager.

Physical Demands:

75% Sitting; 20% Standing; 5% Walking Lifting 50lbs

MINIMUM QUALIFICATIONS:

- Pass pre-employment drug screen and criminal background check;
- Pass a pre-employment "Fit for Work" physical;
- Be able to provide valid documentation for the I-9 Immigration document;
- Display a professional and courteous attitude to co-workers, supervisors and the general public at all times;
- Report to work at the designated start time;
- Be able to work long hours when required;
- Strictly adhere to safety requirements and procedures as outlined in the Employee Handbook;
- Have the willingness to work in a team environment and assist co-workers or supervisors with other duties as required;
- Must possess a valid driver's license with a good driving record;
- Be at least age 18 years of age;
- High school graduate, G.E.D., or equivalent studies/experience (preferred); and
- Great attention to detail and have a high stress tolerance.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	

WEIGHT & FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Up to 10 pounds				X
Up to 20 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Compute		X		
Synthesis		X		
Evaluate			X	
Compile			X	
Negotiate		X		
Interpersonal Skills				X

WORK ENVIRONMENT	Amount of Time			
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	None	Under 1/3	1/3 - 2/3	Over 2/3
Wet or humid conditions				X
Work near moving mechanical parts				X
Work in high, precarious places				X
Fumes or airborne particles				X
Toxic or caustic chemicals				X
Extreme heat				X
Extreme cold				X
Risk of electrical shock		X		

NOISE LEVEL	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	X
Very loud	

The above job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the business.

Employee _____

Date _____

Manager _____

Date _____