

JOB DESCRIPTION

I. JOB DETAILS:			
Position Title:	Plant Operator		
Report to:	Production Foreman/Factory Production Supervisor		
Business unit/ Department	Production/Operations		
Grade:	Skilled Labor	Date:	April 2012
II. JOB DIMENSIONS: (Key Factors)			
Number of Staff Supervised	Direct Reports	-	
	Total	-	
Key Financial Dimensions: SR. <i>If none Insert "0"</i>	Operating/ Capital Budget	-	
	Revenues	-	
	Purchases	-	
	Assets	-	
	Others (Identify)	-	
III. JOB PURPOSE:			
Operates ready-mix concrete plant to batch, weigh and mix aggregate, cement, and water to produce ready-mix concrete according to approved design mixes and operating procedures in a consistent and effective manner.			
IV. COMMUNICATIONS & WORKING RELATIONSHIPS:			
Internal			
<ul style="list-style-type: none"> Factory Supervisor, Factory Production & Maintenance Supervisors, Plant Maintenance Engineer & Supervisor, Production Foreman, Plant Maintenance Foreman. 			
External			
<ul style="list-style-type: none"> Customers/clients, raw materials suppliers, cementitious materials suppliers, chemical additives suppliers 			

V. WORKING CONDITIONS:			
<ul style="list-style-type: none"> Work in the factory and from time to time exposed to extreme weather conditions, dust, and noise; mechanical, chemical, & electrical hazards. 			
HAZARDS & ATMOSPHERIC CONDITIONS			
Hazards and Atmospheric Conditions Types	Y/N	Hazards and Atmospheric Conditions	Y/N
<ul style="list-style-type: none"> Exposure to Fumes 	N	<ul style="list-style-type: none"> Mechanical Hazards 	Y
<ul style="list-style-type: none"> Exposure to Dust 	Y	<ul style="list-style-type: none"> Chemical Hazards 	Y
<ul style="list-style-type: none"> Exposure to Extreme Temperatures 	Y	<ul style="list-style-type: none"> Electrical Hazards 	Y
<ul style="list-style-type: none"> Wet and/or Humid 	Y	<ul style="list-style-type: none"> Radiant Energy Hazards 	N

▪ Noise	Y	▪ Explosives Hazards	N
▪ Vibration	Y	▪ Burn Hazards	N
▪ Mists or gases	N	▪ Other	N
Comments.			
EQUIPMENT & TOOLS			
List Equipment used for job:	List Tools:	Types Drives Vehicle:	Others
▪ Batch Plant			
▪ Plant Computer System			

VI. ACCOUNTABILITIES:	
DESCRIPTION:	KEY RESULT AREA (KRA)
Batch Plant Operation: <ul style="list-style-type: none"> Operates computer controlled batching plant; batch and produce ready-mix concrete according to design mix specification using composition and quantities of cement, sand, gravel, other additives and water using calibrated scales to ensure consistency of batch mixes according to design mix and customer requirement. Assists in the day to day batching operations of the plant to ensure production output, orders of customers are met. Assist in the operation of ancillary equipment in the production process to ensure constant production capacity of the plant in case of manpower shortage or absence to provide cover, and keep the production process operating. Check plant parameters, batch readings, measurements, data logs, tickets, etc. and report any abnormalities or deviations to the senior plant operator or production supervisor for advice and further action to ensure any defects or faults are corrected before failures occur and keep the plant operational and well maintained. Perform other activities such as good housekeeping in and around the plant, observing safe procedures, and other task as instructed by the senior plant operator or production supervisor. 	<ul style="list-style-type: none"> Consistency in quality of concrete batches Planned production output achieved Plant availability and capacity Customer service
Plant Maintenance: <ul style="list-style-type: none"> Communicates and follow up with maintenance, plant and equipment preventive maintenance schedule and necessary repairs required on the plant to ensure planned maintenance are done and completed on time. Keep the senior plant operator or production supervisor informed of the status of the plant as well as other ancillary equipment to ensure planned production schedules and orders from customers can be supplied as per the delivery schedule. Performs routine plant preventive maintenance and prepares job requests forms for repairs needed for the plant to ensure repair works are carried out before any failures or defects occurred on the plant. 	<ul style="list-style-type: none"> Frequency of plant inspection. Percentage plant availability. Planned preventive maintenance done and completed as per schedule Failures mitigated

VI. ACCOUNTABILITIES: Continue.	
DESCRIPTION:	KEY RESULT AREA (KRA)
Communication: <ul style="list-style-type: none"> Attends daily production meeting to coordinate plan of actions for next day's pouring schedule and previous day production performance to ensure planned schedule production activities and orders will be carried out effectively and efficiently. 	<ul style="list-style-type: none"> Effective and Timely communication
Records: <ul style="list-style-type: none"> Maintain accurate shift records of events, plant & equipment status and production data to ensure critical information is concisely communicated between shifts Keep a copy of the plant operating and instruction manuals and refer to these manuals when in doubt to ensure batching process are in accordance with the operating instructions and the quality of concrete batches is maintained at all times. 	<ul style="list-style-type: none"> Accuracy of logbook and records entries. Awareness of following shift. Compliance to operating instructions and procedures.
Emergency Response: <ul style="list-style-type: none"> Respond immediately to emergencies, including fires, to mitigate and rescue Factory equipment and/or personnel during emergency situations. 	<ul style="list-style-type: none"> Response time to emergency Effectiveness of response to emergencies.
Policies & Procedures: <ul style="list-style-type: none"> Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner. 	<ul style="list-style-type: none"> Audit of compliance to operational procedures and instructions.
Safety, Quality & Environment: <ul style="list-style-type: none"> Follow all relevant safety, quality and environmental control procedures and instructions so that personal safety/the safety of others is not jeopardized and a minimum level of product/service quality and environmental impact can be guaranteed. 	<ul style="list-style-type: none"> Audit of compliance to safety, quality and environmental procedure and instruction. Frequency of Lost Time Incident's, safety incidents and near misses.

VII. SUPERVISORY RESPONSIBILITIES: (If Applicable)
<ul style="list-style-type: none"> None.
VIII. QUALIFICATIONS & EXPERIENCES:
EDUCATION
<ul style="list-style-type: none"> Trade School Diploma or High School Graduate or Combination of education and experience
MINIMUM EXPERIENCE
<ul style="list-style-type: none"> 3 years in Ready-mix Concrete production or similar field.

VIII. JOB-SPECIFIC SKILLS:			
JOB-SPECIFIC SKILLS	LEVEL	JOB-SPECIFIC SKILLS	LEVEL
<ul style="list-style-type: none"> None. 			

X. JOB-GENERIC SKILLS:

JOB-GENERIC SKILLS	LEVEL	JOB-GENERIC SKILLS	LEVEL
▪ Health & Safety Systems	Average	▪ Maintenance Principles	Average
▪ English Language	Average	▪ PC	Average
▪ Knowledge of Policy & Procedure	Average	▪ Presentation	N/A
▪ Quality Management Systems	Average	▪ Project Management	NA
▪ Time Management	N/A	▪ Written Communication	Average
▪ Environmental Management Systems	N/A	▪ Engineering Principles	N/A
▪ Financial Awareness	Average	▪ Engineering Project Costing	N/A
▪ Microsoft Dynamics AX	N/A	▪ Financial Accounting	N/A

XI. CORE COMPETENCIES:

COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Adaptability	Developing	▪ Teamwork	Developing
▪ Initiative	Developing	▪ Customer Focus	Developing
▪ Cooperation	Developing	▪ Continuous Learning	Developing
▪ Communication	Developing		

XII. Technical Competencies: Specific Competencies Job Related:

COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Metrics & Performance Measurement	Developing	▪ Technical Expertise	Developing

XIII. APPROVALS:

Line Manager (Dept. Manager / Function Head):

Signature

Date

HR Director:

Signature

Date