

## JOB DESCRIPTION

I. JOB DETAILS:			
Position Title:	Pump Driver/Operator		
Report to:	Pump Foreman/Production Foreman/Factory Production Supervisor/Factory 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:			
Drive and operate mobile & stationary concrete pump and placing boom to pour ready-mix concrete to customer or project sites according to operating procedures in pouring and placement of concrete in a safe and effective manner.			
IV. COMMUNICATIONS & WORKING RELATIONSHIPS:			
Internal			
<ul style="list-style-type: none"> <li>Factory Production &amp; Maintenance Supervisors, Production Foreman, Site Liaison, Pump Foreman, Pump Maintenance Engineers, Pump Inspector &amp; Specialist; other Production &amp; Maintenance team; other drivers and Pump Operators.</li> </ul>			
External			
<ul style="list-style-type: none"> <li>Customer/Clients, Contractor' Construction team,</li> </ul>			

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

▪ Wet and/or Humid	Y	▪ Radiant Energy Hazards	N
▪ Noise	Y	▪ Explosives Hazards	N
▪ Vibration	Y	▪ Burn Hazards	N
▪ Mists or gases	N	▪ Other	N
Comments.			
<b>EQUIPMENT &amp; TOOLS</b>			
List Equipment used for job:	List Tools:	Types Drives Vehicle:	Others
▪ Mobile Concrete Pump			
▪ Stationary Conc. Pump			
▪ Placing Boom			

<b>VI. ACCOUNTABILITIES:</b>	
<b>DESCRIPTION:</b>	<b>KEY RESULT AREA (KRA)</b>
<b>Machine Operation:</b> <ul style="list-style-type: none"> <li>Drive and operates concrete pump truck and coordinates the placement of ready-mix concrete through a pump and boom attachment at job sites, sets up concrete delivery systems, monitors the movement of concrete to pour locations, and resolves issues related to the pouring of pumpable concrete according to standard operating procedures and operator's instructions manual of the equipment to ensure safe and efficient operation in order to achieve pouring requirement.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance to operating instructions and procedures.</li> <li>Safety compliance</li> <li>Production efficiency</li> </ul>
<b>Operations Communication:</b> <ul style="list-style-type: none"> <li>Maintain communication with other equipment operators operating in the area and use standard safety signals and a "spotter" in congested area or limited visibility to ensure safe operations and effectively work on the tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Effective and timely communication.</li> <li>Effective performance of task</li> </ul>
<b>Equipment Maintenance:</b> <ul style="list-style-type: none"> <li>Follow preventive maintenance schedule as planned on the equipment and make job request for any repairs required to ensure the equipment is well maintained and corrective maintenance done to keep the machine in good operating condition.</li> </ul>	<ul style="list-style-type: none"> <li>Response time to operation/maintenance request</li> <li>Preventive maintenance done and completed as planned</li> </ul>
<b>Equipment Inspection:</b> <ul style="list-style-type: none"> <li>Perform daily inspection and check the physical condition of equipment before starting work in order to ensure that the machine is free from any defect or damage so as to maintain the equipment in working condition.</li> <li>Report any fault, malfunction, and/or observed defects on the machine to the foreman or supervisor so that corrective maintenance or action is taken before any danger to the jobholder or damage to the machine happens</li> </ul>	<ul style="list-style-type: none"> <li>Equipment efficiency</li> <li>Failures mitigated</li> </ul>

VI. ACCOUNTABILITIES: Continue.	
DESCRIPTION:	KEY RESULT AREA (KRA)
<b>Quality of Work:</b> <ul style="list-style-type: none"> <li>Perform tasks in the most effective and efficient manner to ensure quality and quantity of work that will contribute to the overall work efficiency of the production team to deliver required volumes to the pour.</li> </ul>	<ul style="list-style-type: none"> <li>Time taken to effect quality correction.</li> <li>Level of rejects.</li> </ul>
<b>Emergency Response:</b> <ul style="list-style-type: none"> <li>Respond immediately to emergencies, including fires, to mitigate and rescue Factory equipment and/or personnel during emergency situations.</li> </ul>	<ul style="list-style-type: none"> <li>Response time to emergency</li> <li>Effectiveness of response to emergencies.</li> </ul>
<b>Policies &amp; Procedures:</b> <ul style="list-style-type: none"> <li>Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner.</li> </ul>	<ul style="list-style-type: none"> <li>Audit of compliance to operational procedures and instructions.</li> </ul>
<b>Safety, Quality &amp; Environment:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Audit of compliance to safety, quality and environmental procedure and instruction.</li> <li>Frequency of Lost Time Incident's, safety incidents and near misses.</li> </ul>

VII. SUPERVISORY RESPONSIBILITIES: (If Applicable)
<ul style="list-style-type: none"> <li>None.</li> </ul>
VIII. QUALIFICATIONS & EXPERIENCES:
EDUCATION
<ul style="list-style-type: none"> <li>High School or Primary School graduate + Driving &amp; Concrete Pump Training Course or Combination of education and experience</li> </ul>
MINIMUM EXPERIENCE
<ul style="list-style-type: none"> <li>5 years in Ready-mix Concrete, Transportation, Construction or similar field.</li> </ul>

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

X. JOB-GENERIC SKILLS:			
JOB-GENERIC SKILLS	LEVEL	JOB-GENERIC SKILLS	LEVEL
<ul style="list-style-type: none"> <li>Health &amp; Safety Systems</li> </ul>	Good	<ul style="list-style-type: none"> <li>Maintenance Principles</li> </ul>	Good
<ul style="list-style-type: none"> <li>English Language</li> </ul>	Average	<ul style="list-style-type: none"> <li>PC</li> </ul>	N/A

▪ Knowledge of Policy & Procedure	Good	▪ Presentation	N/A
▪ Quality Management Systems	N/A	▪ Project Management	N/A
▪ Time Management	N/A	▪ Written Communication	Average
▪ Environmental Management Systems	N/A	▪ Engineering Principles	N/A
▪ Financial Awareness	N/A	▪ 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	Working
▪ Initiative	Developing	▪ Customer Focus	Developing
▪ Cooperation	Working	▪ Continuous Learning	Working
▪ 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