

## Position Opening

<b>Position:</b>	Facility Operator I (Bulk Loading)	<b>Location:</b>	Clarkdale
<b>Opening Date:</b>	March 16, 2021	<b>Grade:</b>	3
<b>Closing Date:</b>	March 26, 2021, 2021	<b>Wage:</b>	\$14.28 to 20.78

### Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

### Primary Job Function:

Work random rotating shifts. Work various schedules including overtime, holidays, call outs and weekends as needed. Train in daily duties of the Facility Operator II bulk loading including the following. Operate all scales and corresponding loadout equipment to efficiently load bulk trucks and pneumatic rail cars with one of six products. Generate accurate bills of lading for each load of product in Command billing system. Input data correctly to Microsoft Excel spread sheet for record keeping. Operate computer controlled recycle system. Operation of fork lift to load sack trucks efficiently when required. Accurately record and dispatch customer orders to correct carrier.

**Please see below a brief summary job description.**

### Essential Requirements:

- Ability to wear all required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks and gloves
- Lift up to 100lbs
- No fear of heights up to 460 feet
- Perform repetitious arm, hand and leg motion
- Ascend and descend stairs and ladders
- Ability to do bending, kneeling, twisting, in confined spaces and awkward position

### Knowledge, Skills and Abilities:

- High School Diploma, G.E.D., or equivalent work experience preferred
- Computer skills required, Microsoft Excel preferred
- Able to read, write and communicate clearly for documentation and customer relation
- Maintain valid driver's license
- Ability to be notified of schedule changes on short notice
- Pass written test to attain Deputy Public Weigh Master license
- Operate mobile and fixed equipment in a safe manner
- Ability to use all electric, air and hand tools as required
- Ability to work weekends, nights, call outs, overtime and holidays
- Ability to operate computer to generate bills of lading and record keeping

### Duties and Responsibilities:

- Know and follow all company safety procedures and policies
- Satisfactorily complete the training requirements set forth by Salt River Materials Group
- Perform daily inspections of mechanical equipment for preventive maintenance
- Perform janitorial duties, cleanup, and general labor to maintain a safe and productive work area
- Follow direction as set forth by Foreman and Supervisors
- Work harmoniously with co-workers
- Train coworkers in operation of load out, scale operation, computer billing, manual billing and computer controlled recycle
- Maintain a positive, professional and cooperative attitude toward all customers, truckers, vendors and coworkers
- Communicate clearly and professionally with all customers, vendors, truck drivers, co-workers and supervisors
- Be available for callout and overtime during unscheduled work hours as needed
- Perform other duties incidental to this classification



**PHOENIX CEMENT**

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## Position Opening

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms and send to [crifon@srmaterials.com](mailto:crifon@srmaterials.com).

External Applicants-please complete an application on our website [www.srmaterials.com](http://www.srmaterials.com), email to [crifon@srmaterials.com](mailto:crifon@srmaterials.com) or fax to 928-639-8066.

*Salt River Materials Group (SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.*

***Salt River Materials Group preferentially hires Native Americans.***