



Batcher/Dispatcher

Position Summary

The Batcher/Dispatcher provides exceptional customer service through in-depth knowledge of company products and services in the Ready-Mix division. Responsibility for receiving orders from customers and dispatching quantities of concrete accordingly. Working in collaboration with a team of skilled staff, this role will include management support and operational assistance of ready-mix trucks, heavy equipment, assisting with site work, inventory of product and chemical agents, quality control and batch plant functions operate successfully. Aggregate production collaboration, machinery operational and functional knowledge are required to ensure efficiency. Lead batching and dispatching activities and provide strong decision making. This position will report to the Batch/Concrete Field Manager.

FLSA: Exempt

EEO: Field – Ready-Mix Operations

Duties and Responsibilities (not all inclusive):

- Receive orders from customers and input the detail in batch systems quickly and accurately
- Keep account the batch plant production levels are maintained
- Monitor and review orders in the batch system
- Report on daily, weekly and monthly sales, trends, and overall batch division performance
- Dispatch trucks to fill orders
- Operate equipment safely and efficiently
- Receive and inspect raw materials
- Monitor inventories in the batch plant (cement, admixtures)
- Interact with drivers to inform them of safety protocols and initiatives
- Altering the batch production system in accordance with the materials required
- Maintain inspection systems and checklists
- Define problems, collect data and communicate with management
- Compliance with MSHA, OSHA and all local and federal regulations
- Collaborate with management on procuring necessary inventory for the batch plant
- Maintaining up-to-date required records and logs
- Reporting production, change orders, on a daily, weekly and monthly basis
- Oversee the cleaning of the central mix plant

Other duties and responsibilities as required by business necessity may be added, deleted or changed at any time at the discretion of management formally, informally or in writing. Scheduling and shift assignments and work location may be changed at any time as required by business necessity.

Requirements

- High School Diploma with 15+ years' experience in the field of concrete operations
- OR Two-Year Technical degree and 10+ in engineering
- Or Bachelor's degree with 8+ in one of the related fields: industrial chemistry, earth sciences, environmental sciences/engineering, materials science

- Experience within the batching and concrete production
- Working knowledge and understanding of MSHA and OSHA regulations and possess a strong personal commitment to safety
- Ability to lead a diverse group of people and manage associated functions of the business unit
- Excellent verbal, written and interpersonal communication skills and capable of developing and maintaining good relationships with company and regulatory agency personnel
- Excellent time management skills; ability to prioritize and manage multiple tasks; strong planning skills
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Ability to tolerate noisy, dirty, and outside working environments
- Flexible approach to work
- Ability to read and interpret documents such as maps, safety rules, operating and maintenance instruction and procedure manuals
- Experience with unions a plus
- Memberships in professional organizations a plus

Job Requirements

- Proven field service experience.
- Pass a pre-employment drug screen.
- Legally eligible to work in the United States.
- Ability to walk on uneven terrain.
- Must be physically capable of walking, driving and assessing areas on high and low elevations.
- Ability to work flexible shifts and to adapt to changing work schedules.
- Must be able to interpret and follow written and oral instructions and assignments.
- Must have a USVI driver's license and good driving record.

Work Location

St Thomas USVI

Heavy Materials, LLC is an equal opportunity employer, and as such, all qualified applicants will receive consideration for employment without regard to race, color, religion age, genetic information ancestry, sex, sexual orientation, gender identity, disability, status as a protected veteran or national origin.

Application Deadline: July 30, 2017

Apply via email to: careers@heavymaterialsvi.com – Include Resume & Cover Letter