GILLESPIE PRECAST LLC

ph 800-638-6884 fax 410-778-5998
Box 450 | 100 Brickyard Road | Chestertown, MD 21620
www.gillespieprecast.com

*A **Precast Concrete Yard Foreman/Supervisor** is responsible for safely operating machinery within a Precast Concrete Manufacturing property ensuring efficient handling of concrete structures, handling raw materials, and performing routine maintenance on assigned equipment, while adhering to all safety protocols and quality standards..*

Precast Yard Foreman/Supervisor Primary Duties and Responsibilities:

- **Management:**
  - Effectively communicate with Dispatch, Operations Management personnel, drivers, and customers to prepare shipments and facilitate efficient operations.
  - Train all new employees and manage current employees.
  - Ensure that there is adequate staffing available for customer and driver assistance as needed (early/late and/or break/lunch coverage).
  - Responsible for ensuring mobile equipment (loader, forklifts, crane, etc.) maintenance is completed by yard team.
  - Work closely with Quality Control personnel ensuring quality of products is maintained following manufacturing and during the shipping process.
    - Visual inspection of all concrete structures after production.
    - Reporting any non-conformances.
    - Professionally interact with various Departments of Transportation (DOT) personnel to ensure structures are acceptable for shipment.
    - Assist in maintaining the highest standard of quality (accuracy, appearance, efficiency, cost, etc.) of final products.
    - Patch and repair structures as needed prior to shipment.
- **Equipment Operations:**
  - Safely operate mobile equipment (forklifts, loaders, cranes, etc.).
  - Verify that products picked for shipment are correct and assist in loading trailers/trucks for delivery and/or customer pickups.
  - Assist in unloading delivery trucks of raw materials and products, as needed.
- **Inventory Management:**
  - Count yard inventories of assigned raw materials and finished goods (slabs, structures, lifters, steps, rebar, wire, etc.)
    - Notify Operations team of low inventories.
- **Preventative Maintenance:**
  - Perform routine maintenance tasks on assigned equipment including lubrication, cleaning, fueling, and reporting necessary repairs.
- **Documentation:**
  - Maintain accurate records of maintenance activities, repairs, and inspections, utilizing maintenance management systems (MaintainX or equivalent).
- **Safety Compliance:**
  - Adhere to all safety protocols and regulations, ensuring a safe working environment for oneself and others.

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- **Collaboration:**
  - Work closely with operations team, facility maintenance team and fabrication team to minimize disruption and ensure continuous operation of equipment.
- **General:**
  - Assist in operations/production if requested.
  - Assist in yard projects (patch or pour concrete, organization, etc.) as needed.
  - Assist with outside production projects as needed.

The essential duties of this position include, but are not limited to, this description. Other duties may be added to this job description at a later date.

Minimum Qualifications:

- **General:**
  - Maintain a valid driver's license.
  - Ability to work safely and follow all company safety policies.
  - Reliable daily transportation to and from work.
  - Ability to successfully complete equipment operating training, as needed.
- **Education:** Highschool diploma or equivalent
- **Experience:** Previous experience as an equipment operator / foreman or a related field typically 2 – 5 years.
- **Communication Skills:** Ability to communicate effectively with team members and management regarding maintenance needs and upgrades.
- **Certifications:**
  - Forklift operator certification
  - Crane operator certification - desirable

Physical Requirements:

- Required to stand, walk, stoop, crouch, kneel, bend, climb, or sit for extended periods of time; reach and handle objects, tools, or controls; regularly lift, carry push, pull, or otherwise move objects weighing up to 50 lbs.; and occasionally lift or move objects weighing more than 100 lbs. with assistance.
- Perform manual labor and utilize various hand tools.

Working Environment:

- Work is performed outside in all weather conditions. On occasion, work is performed in potentially adverse weather conditions.
- The noise level is usually moderate; however, the individual frequently works near moving mechanical parts.
- Work may be relegated to nights, weekends and holidays depending on production schedules.

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Company Benefits:

- Paid Time Off: vacation pay & sick pay
- Paid Holidays
- 401(k) Retirement Savings Plan & Profit-Sharing Program
- Medical, Dental, & Vision Insurance options with single & family coverage
- Short-Term and Long-Term Disability
- Life Insurance