



## BATCH PLANT FOREMAN JOB DESCRIPTION

The Batch Plant Foreman is responsible for mixing ingredients to make concrete, transporting mixed concrete, maintaining and cleaning the batch plant, silos, mixer and mixer trucks. Batch Plant Foreman duties include:

- Read and follow instructions, procedures and schedules as outlined in various batch plant manuals, update manuals as needed. Ask for help if you have questions. Oversee and/or perform daily batch plant, mixer and truck maintenance, clean up, etc.
- Coordinate and schedule delivery of all material needed in daily operation and production of ready mix.
- Keep both batch plants operational at all times, meaning properly maintained and an adequate inventory of batching materials.
- Read Mix Design Sheets to determine sizes of aggregates and proportions of cement and water required for each mix. Ask for help if you have questions.
- Communicate with Plant Manager, Plant Superintendent and/or Project Managers on pours.
- Drive mixer trucks, cranes, loaders and other equipment as necessary.
- Maintain DOE compliance regarding all aspects of the batch plant and batch plant clean up.
- Turn Fuel Slips into Accounting Dept weekly.
- Turn Batch Tickets and Mix Design Sheets into Project Manager weekly.
- Perform monthly inventory of concrete batching materials and provide report to Accounting Dept.
- Always work safely and follow all established Bethlehem Construction, Inc. safety policies, including lock-out/tag-out procedures.
- Make sure the batching office is maintained as an office and not used as a breakroom, no smoking or unauthorized personnel.
- Schedule mixer driver based on production schedule.
- Notify Project Manager of overtime at Batch Plant and Mixer Drivers.
- Additional duties as assigned by the Plant Manager or Plant Superintendent.

I have read the above and agree to perform according to this Job Description.

Employee's Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date