



PRECAST PLANT MANAGER JOB DESCRIPTION

The Precast Plant Manager will oversee all plant activities and manufacturing operations, including scheduling, warehousing, batch plant operation, production, product storage, loading and shipping. Precast Plant Manager responsibilities include:

- Order necessary materials, equipment, and tools needed for daily plant production (major material and equipment purchases will be made by the project manager).
- Be responsible for all project resources, including manpower, materials, tools, equipment and subcontractors needed to produce the project.
- Schedule Superintendents, drivers, and shipping subs to get product to job sites.
- Review employee time cards/sheets for accuracy.
- Coordinate with Human Resource to hire, relocate, terminate, request pay raise, discipline, evaluate, promote, and schedule plant employees.
- Coordinate with Human Resource to fill out written pay raise request forms, termination forms, disciplinary warning forms, and other paperwork related to plant employees.
- Oversee coordination of crew scheduling with Precast Plant Superintendent.
- Work closely with Precast Plant Superintendent to ensure work is being done correctly and per schedule.
- Use proper forms for reporting various items; ie, purchase order books, equipment rentals, project status reports, etc. Job cost coding must be marked on all purchase orders, invoices, and time cards on the project before paperwork is submitted to administrative offices.
- Purchase orders and invoices must be submitted to the Project Manager for approval, and job cost code checking on a weekly basis; work with the Project Manager so billings can be prepared by the 25th of each month.
- Oversee Batch Plant, Carpenter and Mechanic Shop operations; Runner/tool room/warehouse; truck drivers.
- Oversee crane inspections, safety meetings, fuel forms, DOT trucking forms, log books and other items are completed as needed.
- Make sure supervisory personnel are enforcing all Bethlehem Construction, Inc. safety policies.
- Additional duties as assigned by the President, Vice-President and/or Precast Manager.

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

Employee's Printed Name: _____

Employee's Signature

Date