



## **Job Description**

### **Redi-Mix Manager**

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**Summary:** Morris, Inc. is looking for a responsible manager of Redi-Mix operations. Directs production, distribution and marketing operations for multiple Redi-Mix plants.

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### **Requirements:**

- High school diploma or equivalency thereof.
  - Knowledge and experience in all aspects of a Redi-Mix plant.
  - Knowledge of concrete, batch design, air slump and cylinder testing necessary.
  - Knowledge and experience in the operation of concrete trucks and loaders.
  - Good math and computer skills a must.
  - Knowledge of a job bidding a must.
  - Radio and telephone skills, managerial skills and public relations skills are necessary.
  - CDL is preferred
  - Able to work weekends and evenings, when required
  - Possess problem solving and decision making skills.
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### **Essential Duties and Responsibilities:**

1. Promotes, executes and adheres to the company's safety program, and encourages all employees, sub-contractors and consultants to adopt safety as a culture.
2. Coordinates production, distribution and sales in accordance with policies and procedures established by the company.
3. Confers with customers, representatives of associated industries, contractors and major accounts to evaluate and promote improved and expanded services in surrounding areas.
4. Manage Administrative tasks in conjunction with projects including appropriate & timely submission of receipts and invoices for job expenses.
5. Monitor and coordinate with Batchman to make sure all customers are invoiced and collection of payment are completed in a timely manner.
6. Working with CFO and Division Manager to manage, create and adhere to budget and analyze financials.
7. Develops plans for efficient use of materials, machines and employees.
8. Quotes prices and receives orders on jobs which require special consideration or are larger projects wanting to purchase company materials such as redi-mix concrete, pipes, utility vaults or septic tanks.

9. Computes amount of water to be added to each mix of concrete.
10. Records quantities of sand, cement, gravel and water required for each mix on loading ticket for use by concrete batch plant operator.
11. Reviews production costs and product quality and modifies production and inventory control programs to maintain and enhance profitable operation of the department.
12. Reviews operations of the competition, plans, and directs sales program to develop new markets.
13. Assists estimating in establishing cost estimates for job bids.
14. Conducts employee performance evaluations in a timely manner.
15. Responsible for timesheet and leave requests for department.
16. Encourage communication – supervisors need good communication skills – relaying information and listening to others.
17. Responsible for the maintenance and safety hazards of the RediMix Plants.
18. Conduct daily and weekly safety production meetings with department employees.
19. Lead by example and hold employees accountable
20. Responsible for RediMix Plant improvement, maintenance
21. Performs other duties as assigned.