

Job Title: Plant Manager
Department: Operations
Revision Date: 1/4/2021



Position Overview

Responsible for the management of all aspects of a sand mining and production facility (1.5M tons per year). This position will utilize budgets, production goals, and effective communication. Safety must be a top priority.

Position Responsibilities

Direct the following department personnel to ensure safety and productivity is achieved.

1. Mine Team
 2. Wash Operators
 3. Dry Plant Operators
 4. Quality/Lab
 5. Maintenance
- Efficiently schedule and supervise hourly personnel for weekly operations, monitor timecards, vacations, and control overtime.
 - Work with corporate HR department on staffing needs and employee issues.
 - Handle discipline and grievances, as required, while maintaining acceptable labor and employee relations.
 - Accurately collect, review, and forward operating data, such as mine, wash, and dry plant production reports.
 - Assist HSE Coordinator in collecting the necessary data for MSHA and DNR reports.
 - Communicate effectively and timely with owners, corporate directors, and/or other management of problems or potential problems that affect the proper operation of the plant. Problems may include personnel, equipment, transportation, quality, or raw materials.
 - Direct activities safely to achieve optimum rates of productivity consistent with long/short range goals
 - Direct and coordinate plant/mine related projects with Director of Mining
 - Assisting in the preparation of capital projects and plan, and their completion
 - Direct and oversee activities performed by subcontractors.
 - Monitor the mine operation to ensure compliance with all regulations concerning air emissions, water discharge, erosion and sedimentation control.
 - Assist, implement, and comply with ISO 9001 quality program.
 - Review quality reports daily and ensure quality standards are being followed.
 - Evaluate with the EHS Coordinator the company's training program and conditions in the plant, creating a culture of safety that exceeds MSHA guidelines and regulations.
 - Ensure safety and good housekeeping by being active in all programs.
 - Recommend and/or purchase materials and supplies as necessary, utilizing corporate purchasing department.
 - Recommend equipment and process modifications to improve efficiencies.
 - Ensure work standards, policies, plans, and procedures are enforced. Support management's policies and programs.

Additional Requirements

- Team-oriented, an effective communicator (verbal and written), able to offer technical expertise and guidance, and have the ability and willingness to build rapport with department team members and external departments.
- Ability to manage multiple tasks and set priorities appropriately.
- Understanding our company functions as a cohesive operation, and often employees serve in many roles and various functions or capacities.
- Develop working relationships with other corporate personnel and plants.
- Maintain open communications with subordinates, peers, and superiors.
- Basic knowledge of Microsoft Word, PowerPoint, and Excel

Qualifications

- Bachelor's Degree, in Business Management or related field
- 3 to 5 years of related experience in a position of leadership, Surface Mining Experience preferred

- Valid driver's license required.
- Advanced experience working with MSHA Safety and Environmental competency
- Supervisory skills
- Budgetary skills - Capital planning and projects
- Short and long-term planning and scheduling
- Leadership Skills

* The above list is not all-inclusive of duties and/or requirements. You will be expected to perform various tasks as required by the company, customer, or external agency. As business objectives change so too may the required job duties.