

JOB OPENING ANNOUNCEMENT

Job Title: Production & Safety Supervisor **Report To:** General & Assistant Mgr.

Department: Sand & Rock

Job Vacancy: YAN-23-044

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 6/5/2023

Closing Date: Until Filled

POSITION DESCRIPTION:

The Production and Safety Supervisor is responsible for daily Redi-Mix Operation. Customer service and Supervising Equipment Operator's day to day duties, schedules and equipment service records, ordering, production of material, dispatching all manufactured material and all safety regulations, quality control of material.

QUALIFICATIONS:

- Must have CDL and pass Physical Medical Exam.
- Must be knowledgeable in MSHA regulation, training, inspection and record keeping.
- Must have experience on Jonel computer Program
- Must have knowledge with the Scorpion Batching Program
- Must have knowledge of Solomon Color Program.
- Must have knowledge of different concrete mix designs.
- Must have knowledge in quality control with slump test and air tests.
- Must have at least five (5) years Redi-Mix Driving.
- Prefer five (5) year experience in Supervising, Batching and Dispatching.
- Must have valid Arizona Driver's License and be insurable with the Yavapai-Apache Nation throughout the duration of employment

DUTIES AND RESPONSIBILITIES:

- Must be able to be certified in the Arizona Smoke School for EPA purposes.
- Maintain production, delivery and quality of material for consumer sales.
- Perform monthly physical and computer inventory of material.
- Must have good computer skills.
- Must have leadership skills and be able to administer progressive disciplinary action reports.
- Maintenance of Redi-Mix Plant Operation.
- Maintain monthly expense records.
- Maintain product sales tickets and transfer to accountant.
- Maintain employee weekly time sheets.
- Manage staff and schedule start times.
- Must be able to task train/cross train employees.

- Must have clear communication skills when working with radio for dispatching.
- Report all incidents in writing to supervisor in a timely manner.
- Coordinate and schedule equipment maintenance.
- Schedule Safety meeting for employees of Redi-Mix
- Must have good communication skills, good customer service ability.
- Must be able to maintain a Positive Work Environment.
- Must be a team player and work cooperatively with other mining depts. To achieve goals set for Yavapai-Apache Sand & Rock Business.
- Must be able to be trained to work in other areas as needed.

Physical Requirements

- Ability to lift and carry over 50lbs.
- Ability to operate hand and foot controls.
- Ability to stand or sit for long periods.
- Must be able to maintain balance or coordination.
- Must have ability to push and pull material.
- Must be able to get into confined areas for a duration of time.
- Must be able to climb ladder to top of trucks.
- Must be able to climb ladder and endure heights on platform.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**