



SOLDIER FOR LIFE TRANSITION ASSISTANCE PROGRAM

JOB LEAD

Company: Irving Materials Inc. (imi)

DATE OPEN: Immediately

DATE CLOSE:

Job title: CDL Mixer Operator

Location: Nashville and surrounding area

Position Status (part time/full time): Full Time

Number of Vacancies: Multiple

SALARY: TBD

SKILLS/DUTIES:

All positions will be offered excellent wages and an outstanding benefits package including company paid benefits and 401K. Strong employment history, a valid CDL with brake endorsement and a stable driving record are required. Must be 21 years of age.

Additional Information:

IMI is a privately held, family-owned corporation with company headquarters in Greenfield, Indiana. Its four regional operation centers are located in Greenfield, IN, Evansville, IN, Louisville, KY and Nashville, TN.

How to apply:

Irving Materials website, Fax: 615.250.7808 or any imi plant or office location

Point of Contact: Julie Tucker

Signature

A handwritten signature in blue ink that reads "Julie Tucker".



SOLDIER FOR LIFE TRANSITION ASSISTANCE PROGRAM

JOB LEAD

Company: Irving Materials Inc. (imi)

DATE OPEN: Immediately

DATE CLOSE:

Job title: Plant Maintenance

Location: Nashville and surrounding area

Position Status (part time/full time): Full Time

Number of Vacancies: 2

SALARY: TBD

SKILLS/DUTIES:

This position offers excellent wages and an outstanding benefits package including company paid benefits and 401K. Must have experience working with and repairing heavy equipment. Strong employment history and a stable driving record are required. Must be 21 years of age.

Additional Information:

IMI is a privately held, family-owned corporation with company headquarters in Greenfield, Indiana. Its four regional operation centers are located in Greenfield, IN, Evansville, IN, Louisville, KY and Nashville, TN.

How to apply:

Irving Materials website, Fax: 615.250.7808 or any imi plant or office location

Point of Contact: Julie Tucker

Signature 



POSTING DATE: 08/02/2016- 08/08/2016
REPORTING TO: Plant Maintenance Manager
LOCATION: Tullahoma and Nashville, TN

IF INTERESTED, PLEASE CONTACT:

JULIE TUCKER: (615) 884-4041 (phone)
(615) 250-7808 (fax)
julie.tucker@irvmat.com

Plant Maintenance

Purpose of Position:

Responsible for the safe maintenance, repair or replacement of ready mix plant equipment and systems, to ensure maximum production quantity and quality, while supporting the policies, goals and objectives of the company.

Key Responsibilities:

- Monitors the use and inventories of spare parts and maintenance supplies
- Ensures the maintenance program can be accomplished in a safe, timely, and cost effective manner
- Monitors operation of plant equipment and systems
- Welding of components necessary for the repair of equipment and or fabrication of components and parts
- Services all necessary equipment including but not limited to greasing bearings and other related equipment, changing oil/fluids in motors, transmissions and gear box assemblies
- Communicate regularly with Plant Maintenance Manager to ensure good two-way communication concerning maintenance issues
- Maintains safety, health, and environmental policies and procedures
- Initiates and carries out projects that improve efficiency and/or reduce operating costs
- Must have electrical skills including low voltage control circuits through high voltage 3 phase systems with focus in trouble shooting.

Requirements:

- Must have strong interpersonal and communication skills.
- Must have experience working with and repairing heavy equipment.
- Ability to operate cutting torch and gas welding equipment., misc., shop tools, i.e., power drills, power saws, air tools, chipping guns, impact guns, and other related air tools is a must
- A high school diploma or G.E.D.
- Must possess basic computer skills with Microsoft Windows and MS Office package (Word/Excel) or the ability to learn these skills on the job
- Must be able to communicate with and respond to questions from a wide range of people including executives, management, employees, customers, vendors, etc.
- Ability to read, write and understand English
- Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to sit, talk and listen. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with

hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Compensation:

Dependent on experience and qualifications.

To Apply:

Please send a cover letter explaining your background and relevant experience and why you feel you are a qualified candidate for the position. Also include a work history. If you have a resume you may include it.

Send To:

Julie Tucker
Human Resources Manager
Irving Materials, Inc.
2617 Grandview Ave.
Nashville, TN 37211

Fax: 615-250-7808
Email: julie.tucker@irvmat.com



Job

Description

Job Title:	Ready Mix Driver	Department:	Ready Mix Operations
Reports to:	Plant Manager	Prepared Date:	June 2007
Prepared by:	Human Resources		
FLSA:	Non-exempt		

Job Summary: This is a skilled position involving the safe and efficient operation of ready mix trucks. Deliveries will be made in both industrial and residential areas. The driver is responsible for the efficient working condition and cleanliness of equipment and is expected to perform minor servicing and maintenance or refer major problems to the supervisor.

Drivers will be expected to assist in maintaining a clean and safe working environment in and around the ready mix plant as per supervisor's instruction.

Extensive contact with the customer requires honesty, a high level of integrity, reliability, a good work ethic and a positive attitude. This position requires the ability to work well with others and with co-workers.

Description of Responsibilities:

Key Responsibilities	Measured by
Be completely knowledgeable of: handling equipment, slumping of concrete, use of the radio, follow directions, pouring operations, jobsite hand signals, environmental wash down procedures and washout dispensing, fueling and oil checks.	Manager Evaluation
Prepares for the day by conducting a pre-trip inspection of the mixer truck prior to the first load.	Manager Evaluation
Conducts a post-trip inspection at the end of the workday.	Manager Evaluation
Ensures deliveries are made according to the	Manager Evaluation

Description

Key Responsibilities	Measured by
job's specifications and in a timely manner.	
Upon receiving delivery ticket, driver pulls truck under or backs truck under plant (depending on plant configuration) and charges mixer to receive concrete, making sure to load any admixtures or other ancillary products that are on ticket.	Manager Evaluation
Uses map book, ticket directions and experience and takes the best route to job site to ensure on time delivery.	Manager Evaluation
Learns the rules of the worksite prior to delivering a load. This includes finding the washout area, understanding when/ where to unload concrete, determining the proper way to travel to the worksite, etc.	Manager Evaluation
Check job site area for mud, septic tanks, nails, and other hazards etc., before backing onto the property.	Manager Evaluation
Responsible for maintaining and using the proper attire and personal protective equipment (PPE) while working.	Manager Evaluation
Checks the load of concrete for proper slump prior to delivery to the customer. Driver will add necessary ingredients such as fibers, chemical admixtures, cements, or integral colors at plant or jobsite, as well as other products.	Manager Evaluation

Description

Key Responsibilities	Measured by
Communicates efficiently, effectively and courteously with customers to ensure the proper handling of the product delivered.	Manager Evaluation
Properly processes paperwork at the point of delivery of the concrete. This includes verifying the proper product was delivered, gaining signature and/ or payment (if required) from the customer and delivering ticket(s)/ payment to the plant.	Manager Evaluation
Maintains a good working relationship with all company personnel to ensure the customer is properly serviced. Portrays a positive and accommodating attitude towards peers, superior and customers.	Manager Evaluation
Operates the mixer truck according to all the legal and policy guidelines to protect the employee, the community and the company.	Manager Evaluation
Maintains a clean, debris free mixer truck according to the clean truck guidelines of the company.	Manager Evaluation
Attends all safety meetings to gain a broader understanding of safety issues that will assist in maintaining a safe working environment.	Manager Evaluation
All other duties or special projects as assigned	Manager Evaluation

Description

Key Responsibilities	Measured by
by management.	

Required Knowledge, Skills and Abilities

Qualifications:

Two (2) years ready mix concrete mixer driving experience preferred. Must possess strong interpersonal and communication skills and strong customer relation skills.

Education/Experience:

A high school diploma or G.E.D. required. A minimum of a Class B commercial drivers license (CDL) required. Acceptable driving record, including no more than five (5) moving violations during the previous three (3) year period and no more than ten (10) points accumulated during the previous two (2) year period.

Certificates, Licenses, Registrations

Must possess a valid Commercial Drivers License (A or B) and comply with DOT regulations. Must possess and maintain a current, valid Medical Examiner's Certificate meeting all D.O.T. requirements.

Language Skills:

Must be able to communicate with and respond to questions from a wide range of people—executives, management, employees, customers, vendors, etc. This position requires the ability to read, write and communicate in English.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Description

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/ or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, toxic or caustic chemicals which required driver to wear proper personal protective equipment (PPE), outside weather conditions and vibration. The employee is occasionally exposed to wet and/ or humid conditions, as well as high, precarious places.