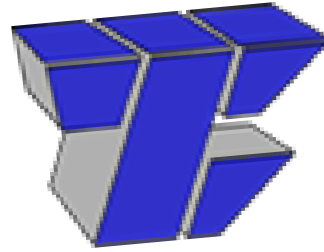


# TEXAS LEHIGH CEMENT COMPANY

Buda, TX



## JOB DESCRIPTION

**Job Title:** Mobile Shop Supervisor

**Department:** Production

**Job Type:** Full-time; Salaried Exempt

**Reports to:** Quarry Supervisor

### Education and Work Experience:

- 2 years in a supervisory capacity
- High School Diploma OR GED equivalent SUPPLEMENTED BY thirty college semester units in Automotive Technology, Public Administration or related field
- Three years of experience in automotive and heavy duty equipment maintenance

### Required skills and qualifications:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Inspecting automotive equipment; determine repairs; and estimate costs.
- Diagnosing defects in automotive and heavy equipment.
- Understanding and interpreting specifications and manuals.
- Effectively utilizing computer software.
- Responsible for taking all measures necessary, including proper disciplinary action, to ensure that personnel work in the manner and with the protective devices, measures and procedures required by MSHA, and plant safety rules, policies, and procedures.
- Taking the lead in the investigation and follow-up of accidents and/or near miss incidents.
- Ensuring that safety meetings are held as per established guidelines and that those meetings are effective. Attend such meetings as per established guidelines.
- Responding to, if required and appropriate, and following-up on safety concerns brought forward from the group.
- Conducting safety related inspections of work areas as per established
- Advising workers of the existence of any potential or actual danger to the health or safety of the worker of which he is aware.
- Taking every precaution reasonable in the circumstance for the protection of a worker.
- Protect the plant's equipment and maximize its utilization and reliability.
- Ensure that all environmental guidelines are followed and complied with.
- Capable of being a change agent and motivating others toward a vision of the future
- Travel Requirements: May be required to travel for training purposes, off site meetings, etc.

### Major Duties/Responsibilities:

- Provide leadership in administering Texas Lehigh Cement Company's safety, health, and environmental policies and procedures

- Order all parts, supplies and tires for all of the equipment.
- Monitor all parts and service invoicing for correct pricing and send to purchasing.
- Maintain a good working relationship with multiple vendors and contractors.
- Organize, plan, assign, schedule, and supervise work of personnel involved in the inspection, repair, maintenance, and servicing of automobiles, trucks, tractors, graders, construction equipment, powered tools, agricultural equipment, and body and paint work.
- Inspect maintenance facilities and equipment to determine their proper utilization and maintenance. Provide diagnostic quality assurance activities and technical assistance to subordinates on difficult or unusual problems.
- Ensure adherence to safety regulations; provide oversight for compliance programs, prepare, submit, and maintain records of all activities, respond to inquiries from compliance agencies; analyze and implement solutions to new requirements.
- Establish computerized reports on fuel, parts, and labor expenses.
- Write specifications for automotive and related equipment; confer with purchasing personnel on the procurement and disposal of automotive parts and supplies and provide recommendations on bid results of all vehicle and equipment purchases.
- Prepare annual budget reports; analyze monthly records and reports to evaluate operational efficiency and economy.
- Determine type and extent of repairs required, and schedule repair of components, considering time requirements and vehicle downtime.
- Monitor and evaluate preventative maintenance schedules and procedures to maximize asset availability and cost effectiveness.
- Recommend vehicle/equipment assignment, based on usage and needs analysis; establish production and quality control.
- Maintain and account for tools, equipment, space, supplies, and facilities.
- Review data on past and current maintenance performance; prepare and maintain records and reports; prepare and validate requirements for facility improvements and repairs.
- Review manpower requirements and recommend required changes; oversee work order and inventory system; monitor budget expenditures; use methods and procedures to determine expenses under the Cost Allocation methodology.
- Supervise the safe cost-effective operation of gas and liquid fueling stations to include maintenance, repair, administrative reports, billing, revenue analysis, failure analysis, revenue projection, and planning for future upgrades/major repairs.
- Monitor contractor performance; identify and process vehicle abuse, accident, and incident cases; oversee the handling, collecting, and disposing of hazardous waste.
- Manage computerized fuel management systems to ensure proper inventories and accurate billing is maintained.

**This list is not intended to be a complete list of duties and responsibilities. It is to be used as a guide to understand the expectations of the position. Duties, responsibilities, and tasks will be directed by the Quarry Supervisor as necessary to ensure the SAFETY of the workforce, reliability of the equipment, and to control the associated costs. The above list is not inclusive and can change at the direction of the Quarry Supervisor, Production Manager, or Plant Manager.**