



## TEXAS LEHIGH CEMENT COMPANY

Buda, TX

### JOB DESCRIPTION

**Job Title:** Process Attendant

**Department:** Production

**Job Type:** Full-time; Hourly

**Reports to:** Production Supervisor

### General Description:

The Process Attendant will report directly to the Utility Department Supervisor. This position will be responsible for performing a variety of duties related to the manufacture of cement and maintenance of plant equipment. Duties may include monitor and oil equipment on specified route, clean-up activities, minor maintenance repairs, temporary transfer to major maintenance repair, operating a variety of plant equipment, relief operator for kiln and/or mill operations, make appropriate silo changes, poke material, complete reports and other paperwork as required, assume temporary assignments as required, adheres to safe work practices and performs other duties as requested.

### Qualifications:

- High School Diploma or general equivalency diploma (GED). Two years' experience or demonstrated competency in mechanical, electrical, and/or mobile equipment operation, keyboarding and basic computer operation sufficient to successfully perform the essential duties of the job as those listed above.
- Valid and current Driver's License
- Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions. Performs overhead work, working from ladders, at very high level. Must be capable of wearing respiratory, hearing protection devices, hard hat, harness/belts, steel toe work boots, rubber gloves, safety glasses and other personal protective equipment required on the job.
- Environment consists of outdoor work in all-weather elements of Texas, dusty atmosphere, high equipment temperatures, rough terrain and/or uneven surfaces, noise, wet surface, etc.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or more than 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects, unplug process, or perform minor maintenance work.
- Work extended hours and answer a callout if necessary.
- Requires the ability to stand for up to 8-16 hours per day,

### Competencies:

- Ensures safety is always an integral part of all job duties.
- High level of safety consciousness
- Good communication skills
- Planning and Organization Skills
- Detail oriented
- Problem solving, troubleshooting skills
- Energetic & self-motivated
- Able to work with minimum supervision

- Must be able to perform basic computer operations
- Ability to safely use hand & power tools.

**Major Duties/Responsibilities:**

- Observe and adhere to Texas Lehigh Cement Company's safety, health, and environmental policies and procedures
- Performs clean-up routines daily in production areas assigned, including cleaning tools and equipment, putting tools and equipment in proper storage areas. Uses broom, shovel poking bar, wheelbarrow, and other associated equipment.
- Performs silo changes, preventive maintenance routines on stationary and mobile equipment assigned within department.
- Performs sweeping, shoveling, poke material due to plug-ups in system, change light bulbs, perform minor maintenance on equipment and machinery within department.
- Operate equipment such as bobcat, fork truck, jack hammer, power tools, hand tools, and other equipment necessary to maintain operations.
- Inspect motor controls and equipment ensuring smooth operation of equipment.
- Must be willing and capable of learning operation of kiln and mill control room operations to fill in for operators during periods of absence.
- Maintains records, daily logs, operate computer, system controls, read, write, and complete other required reports.
- Communicate with a variety of personnel via meetings, committee participation, phone, two-way radio communication systems, email, daily logs, etc.
- Able to utilize all safety equipment and supplies necessary to perform tasks and willing to perform work in accordance with safe work practices.
- Performs major maintenance work as assigned during plant major projects.
- Performs other duties as assigned.

**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 Process Attendant position. Duties, responsibilities, and tasks will be directed by the Production Supervisor or Manager as necessary to ensure the safety of the workforce, reliability of the equipment and to control the associated costs.**