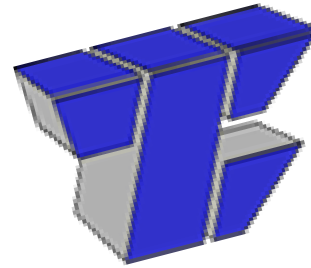


TEXAS LEHIGH CEMENT COMPANY

Roanoke, TX



JOB DESCRIPTION

Job Title: Shipping Operator

Department: Shipping- Terminal

Job Type: Full-time; Hourly

Reports to: Terminal Manager

Required skills and qualifications:

- Physical ability to carry 50 lbs., stooping, and climbing
- Experience on a rotating 8-12-hour shift schedule, working weekends, and holidays.
- Communicate clearly over radio in English to direct workforce and respond in emergencies from Control Room
- Must have strong interpersonal skills and be capable of interacting with a diverse team of people with various backgrounds and interests.
- Excellent organization, communication (written and oral) and leadership skills.
- Time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Customer Service
- Dexterity and Accuracy: Accuracy in completing written forms, such as bill of ladings, certified scale weights on scale tickets, inventory reports
- Operating a calculator, printer and computer in order to properly balance daily sales invoices and inventory.
- Receive phone calls from customers in a professional and business-like manner.
- Ability to make decisions using common sense, dispatch loads to common carriers, and communicate clearly.
- Resourcefulness and flexibility.
- Safety and Detail Oriented; Knowledge of MSHA regulations.
- Confident, personable, professional, and diplomatic
- Responsive and positive work attitude is essential.

Major Duties/Responsibilities:

- Observe and preform Texas Lehigh Cement Company's safety, health, and environmental policies and procedures
- Employee primarily loads railcars or truck with bulk cement
- Utilize computerized weight scale and electrical and manual conveyor control panels
- Monitor the flow of cement from a silo above into the lid of railcars or trucks: Employee keys weight of empty railcar or truck into weight scale and logs weight of full railcar or truck
- Guides loading arm into open lid of railcar or truck
- Starts electrical conveyor control panel to load the railcar or truck with bulk cement and automatically stops the flow of cement after monitoring the weight scale to determine capacity
- Inspects railcars for leaks while loading; places seals on full railcar for quality control/ federal regulation requirements. Employee manually sets switches on rail tracks or railroad to guide the flow or railcars
- Utilize a railcar (shuttle wagon) locomotive in the arrangement of railcars on rail tracks
- Ride railcars and shuttle wagon to and from storage area on plant grounds, and manually winds chain lever to apply brakes on railcars on attached to shuttle wagon.
- The employee is also trained in manning of an electrical conveyor system utilizing electrical control panels

- Monitor the flow of cement from any of silos from above for the distribution in railcar or truck. Employee must also perform daily housekeeping duties.

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 Terminal Manager 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 Terminal Manager