

Operator

Chemcote, Inc.

Position Title:	Operator		
Reports To:	Foreman		
Direct Reports:	N/A	Department/Division:	Paving/Aggregate
Prepared Date:	2025	Last Revised Date:	5/05/2025

Position Overview

Operates equipment in a safe, efficient, and proper manner to achieve a quality product in the construction process.

Key Responsibilities (Essential Duties and Functions)

The criteria for evaluation in this position include, but are not limited to, the following:

Performs daily maintenance of equipment as follows:

- Inspect machine carefully for evidence of physical damage (similar but not limited to cracking, bending or deformation of plates or welds, etc.).
- Check for loose, broken, or missing parts similar to, but not limited to screed attachments and extensions, nuts, and bolts, etc.
- Check level of all fluids similar, but not limited to brake, fuel, transmission, power steering, engine coolant, hydraulic system, etc.
- Inspect various systems (fuel, hydraulic, cooling, etc.) for leaks.
- Inspect all plugs, filler caps and fittings for signs of leaking.
- Arrange and report leaks in writing, as necessary.
- Inspect tires/tracks for cuts, bulges, irregularities and excessive or abnormal wear. Check for proper inflation.
- Grease machine daily.
- Complete all company required paperwork in a timely and accurate manner. Similar but not limited to Daily Construction Reports, documenting material units, yields, yards, man-hours, staff activities, staff members, tons, cubic yards as necessary/required.
- Ensure that tow arms, screed, and flow gates are adjusted properly to maintain appropriate head of material, angle of attack, and depth of mix in augers.
- Be aware of distance from plant and number of trucks on haul to pace the production accordingly, ensuring continuous operation. Work closely with Foreman in order to adjust speed to achieve continuous activity.
- Operate equipment efficiently including but not limited to the following tasks: hopper management, straight line paving, ensure that material dumped in the hopper is placed in a proper manner. Work with drivers to ensure that material is discharged into hopper in appropriate amounts.
- Maintain complete command of the machine and surrounding operations at all times.
- Moves levers to control forward and backward motion of machine.
- Moves levers and depresses pedals to maneuver speed.
- Communicate with Backend Operator to avoid stop and go paving and ensure smooth transitions on stopping and taking off points.
- Keep the equipment clean. Wiping down the equipment not only promotes a positive public image but enables you to inspect the equipment at close range.
- Ability to follow directions and instructions in both verbal and written form while using the English language.

OTHER REQUIREMENTS

- Display a professional and courteous attitude toward co-workers, supervisors, and the general public at all times.
- Must be willing to work nights and weekends when necessary.
- Report to the assigned job site ready to begin work at the designated start time.

- Strict adherence to safety requirements and procedures as outlined in the Chemcote, Inc. Safety and Fire Prevention Program Handbook.
- Strict adherence to Chemcote, Inc. policies and procedures as outlined in the Chemcote, Inc. Employee Handbook.
- Willingness to work in a team environment and assist co-workers or supervisors with other duties as necessary/required.
- Timely and regular attendance is an expectation of performance for all Chemcote, Inc. employees. Employees will be held accountable for adhering to their workplace schedule.
- Must be willing to take and pass a drug screening, similar but not limited to pre-employment, post-accident, randoms or as deemed necessary by the Chemcote CEO and/or President.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education/Experience

- Less than high school education; or up to six months related experience or training; or equivalent combination of education and experience.

Work Requirements

Knowledge/Skill Requirements

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos in English. Ability to write simple correspondence. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American currency and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER:

A valid Ohio driver's license and reliable transportation are required for this position.

Physical Requirements

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.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Bend</i>			X	
<i>Kneel</i>			X	
<i>Squat</i>			X	
<i>Climb</i>			X	
<i>Stand</i>			X	
<i>Walk</i>			X	
<i>Sit</i>		X		
<i>Reach</i>		X		

<i>Drive</i>		X		
<i>Fine motor</i>			X	
<i>Repetitive Motion</i>			X	
<i>Right</i>			X	
<i>Left</i>			X	

This position requires an employee to lift:

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>0 – 10 lbs</i>		X		
<i>10 – 25 lbs</i>		X		
<i>25 – 50 lbs</i>			X	
<i>50 – 100 lbs</i>			X	

Work Environment

While performing the duties of this job, the employee regularly works near moving and very hot mechanical parts, products, and is regularly exposed to wet and/or humid outside weather conditions and extreme heat. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually loud.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Hot Weather</i>		X		
<i>Cold Weather</i>		X		
<i>Wet Weather</i>		X		
<i>Exposed to Noise</i>	X			
<i>Exposed to High Heat</i>	X			
<i>Moving Equipment</i>	X			
<i>Working with Others</i>	X			

The statements included in this Operator job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Other duties may be assigned as required. Requirements for this job are subject to modification by the Company and its designees, and reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Signature

Date

Print Employee Name