

Jarco Companies is looking for an MSHA/TCEQ Coordinator. We have interests in both Mining (Madden Materials) and ReadyMix (Jarco ReadyMix).

If you have a Bachelor of Science in Industrial Engineering/Industrial Hygiene/Mining or a related field, are ready to roll up your sleeves and work hard in a growth-oriented company, Apply Today!

## **POSITION SUMMARY**

- Advise Plant Managers on safety compliance concerns and preventative actions.
- Lead safety programs and assist in administration and tracking of safety metrics
- Follow-up on new hire and task training for all plant and mine hourly employees
- Work alongside plant team members to complete production and maintenance projects, and meet daily production goals
- Establishes and maintains effective communications within all areas of operation
- Performs regular inspections for safety, housekeeping, and mechanical issues in all areas of the operation
- Implements and applies all safety rules, regulations and procedures of mine and property as set forth by federal, state, and local agencies and policies, as well as company guidelines and safety standards
- Assist management in developing mining plans, monthly forecast, and project scope of work.
- Maintain safety and training records
- Participates in the plant safety committee
- Completes daily production, safety, and maintenance reports accurately
- Maintains plant housekeeping and appearance standards and product quality as established
- Follow and comply with all TCEQ rules and regulations
- Understand the rules for rock crushers, concrete crushers, and other aggregate processing operations
- Performs other duties as assigned by supervisor

## **EDUCATION AND EXPERIENCE**

- BS in Industrial Safety and Hygiene/Industrial Engineering/Mining or related field.
  - MSHA Blue card preferred
  - OSHA 10 Hour certification preferred
- 1-2 years supervisory or related experience preferred
- Must have extensive knowledge of quarry production/operations
- Must have and maintain a valid driver's license

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledgeable in MSHA regulations and compliance
- Must be able to exercise independent judgment
- Working knowledge of appropriate computer applications
- Must be able to communicate (read, write, speak) effectively in English and preferably Spanish
- Possess excellent verbal communication skills
- Ability to work with little or no supervision
- Must be a team player
- Strong organizational, presentation, training, and budgeting skills
- Knowledge of plant components and departmental cost and production
- Be willing to prepare for future growth potentials within plant and company
- Must have and maintain a valid driver's license, good driving history and meet insurance requirements (MVR)

- Travel will be required within Jarco Companies entities

## **PHYSICAL REQUIREMENTS**

- Lift up to 50 pounds
- Ability to climb up to 100' on ladders and catwalks and perform work
- Ability to work at heights up to 350' above ground level
- Physical ability to climb on mobile equipment to provide supervision as needed
- Visual acuity, speech & hearing, hand & eye coordination
- Manual dexterity to operate equipment and use basic hand tools
- Must be able to use jackhammer, shovel, broom, and wheelbarrow for up to 8 hours per day for various plant cleanup tasks
- Walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, and squatting to perform the essential functions of this production labor position
- Must use proper Personal Protective Equipment as required

## **WORKING CONDITIONS**

Majority of time will be outside and may require periods of work in all weather conditions-heat, cold, wet, or dry and dusty. Must be able to work in areas where noise levels are up to 85 dbs.

## **What we Offer:**

- Health/Dental/Vision paid by company
- 401(k)/401(K) Matching
- Generous PTO
- 6 Paid Holidays
- Competitive Wage

We are an equal opportunity employer and prohibit discrimination/harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.