

**Company:** Buckeye Ready-Mix, LLC.

**Job Title:** Assistant Quality Control Manager

**Employee Name:** \_\_\_\_\_

**Department:** Quality Control

**Status:** Salaried

**Reports To:** Production/Quality Manager

### **Job Description:**

This position is accountable for all aspects of Quality Management for Buckeye Ready-Mix. Essential responsibilities include assisting the Production/Quality Manager in developing, implementing, maintaining, and directing a quality control program designed to ensure continuous production of products consistent with established industry standards. Minimum 5 years industry experience and preferred ACI certifications for concrete/material testing. Maintain a commitment to the company mission and vision through exemplary leadership style and with a strong focus on the core company values.

### **Job Duties:**

- Assist Production/Quality Manager in hiring, training, assigning territory and evaluating direct reports in field representative positions. Aide in directing this group in inspection and testing activities to ensure continuous control over materials and products.
- Manage mix design which includes the development of new mixes, monitoring existing mix performance and three point curve evaluation. Maintain mixes that comply with The Ohio Department of Transportation, City of Columbus and other local municipalities specifications.
- Responsible for being liaison between the Company and The Ohio Department of Transportation, appropriate county and/or cities and independent testing labs.
- Job requires an extensive knowledge of aggregate, cement and admixture products and respective test standards and the ability to perform/analyze product testing/results.
- Manage logistics, assist in purchasing and control inventories for all materials used in concrete production. Assure that the company has a reliable, consistent supply of all materials and products needed for production.
- Provide sales department access to a program that generates material costs for mixes.
- Maintain a program for sales department that applies three point curve performance and can be used for mix selection. Ultimately has final decision on specification review and decisions on what mixes will be used for projects. This process includes implementation of new mixes at the plants and attendance of jobsite preconstruction meetings.
- Responsible for making concrete product information available to sales department and qualified outside customers.
- Oversee that batching software and batch oversight software is operating correctly and make corrections when required.
- Investigate customer complaints regarding quality in order to maintain customer relations. Responsible for overseeing all field testing of in-place concrete.
- Plan, promote and organize training activities related to product quality and reliability.
- Maintain quality control objectives and coordinate objectives with production procedures in cooperation with other managers to maximize product reliability and minimize costs.
- Continually improve systems and processes to reduce non-conformance. Track product rejected due to non-compliance.

- Assist Customer Service Manager in daily scheduling of business to assure that all production requirements can be met.
- Participate in relevant industry associations.
- Work in a team environment and assist co-workers and/or other managers with other duties as required.
- Reliable attendance is essential in performing this role. Must be available to work off hours, at night and weekends when necessary.
- Display a professional and courteous attitude to co-workers, customers and the general public at all times.
- Other Duties as Assigned.

### **Qualifications and Experience:**

- Minimum of 5 years of experience in quality control within a ready-mix concrete facility.
- Proven leadership experience with the ability to effectively supervise, coach, and develop a team.
- Demonstrated ability to lead, manage, and hold others accountable in a fast-paced operational environment.
- ACI (American Concrete Institute) certifications in concrete and materials testing required or must be obtained within a specified timeframe.
- In-depth knowledge of concrete materials, mix design principles, and testing standards (ASTM, AASHTO, ODOT, etc.).
- Experience working with municipal and DOT specifications and compliance requirements.
- Strong analytical skills to interpret test data and solve quality-related issues.
- Proficiency with batching systems and quality management software.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Excellent communication and organizational skills.
- Commitment to safety, customer service, and continuous improvement.

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Employee Initial & Date

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Production/Quality Manager Initial & Date