New Mexico Travertine, Inc
3700 Camino del Llano, Belen, NM 87002
(505) 864-6300

General Laborer Job Description – CTS

Job Location: NMT Plant located in Belen, NM.

Job Summary:

This position requires safety-minded individuals with strong drive and enthusiasm to advance our organization forward by performing a variety of tasks under close supervision of higher-level employees. These tasks vary by department and ever-changing workload requirements.

Reports To: Plant Manager/ General Manager

Supervisory Responsibilities:

- None

Duties / Responsibilities:

- Unload stone from saw tables and transport to designated work areas.
- Sand (arris), acid wash, hone, finish edges of stone pieces to meet finishing requirements on work orders.
- Place stone outside on drying racks after processing to dry.
- Package stone in custom crates, ensuring stone is properly labeled and protected during shipping.
- Helps maintain a clean and debris free working environment by sweeping, picking up and disposing of stone, Styrofoam and wood fragments, finishes edges and sides of stone per work order requirements, carrying completed stone outside to drying racks and packages stone in custom built wooden crates.
- Keep floors clear of standing water to prevent slips
- Checks out tools from designated tool storage areas, lays out airlines and finishing tools at the start of shift, and picks up and puts away these same tools at the end of shift.
- Closely follows directions to operate overhead cranes or acts as a “spotter” when others are operating.
- Assist in the loading of stone blocks onto cut-carts, directing equipment operators in the proper placement of blocks onto the carts to line up with saws.
- Performs any unskilled job at the plant
- Reports any issues to their immediate supervisor or other higher-level employee
- Performs other related duties as assigned
- Follow daily procedures and protocols as set forth in job orientations and training
- General groundskeeping/housekeeping duties as necessary
- Follow all NMT’s policies, procedures, and safety regulations, to include any training required.

Required Skills / Abilities:

- Good verbal and written communication skills.
- Ability to listen, understand, and follow instructions
- Ability to use power, hand, and pneumatic tools

- Ability to use/read a tape measure
- Ability to complete assigned tasks in a timely fashion
- Ability to work in a variety of roles
- Ability to work alone or with other individuals at any time
- Ability to work hands on
- Ability to read/understand work orders

Minimum Requirements

- Employees must be at least 18 years old
- Previous experience in this field, though highly preferred, is not available in our area, therefore not expected. Individuals will undergo on-the-job training provided by the department trainer.
- High school diploma or equivalent preferred.
- Punctuality is required
- Drug/Alcohol Free Environment (including THC)

Physical Requirements:

- Must be able to lift up to 50 lbs at a time
- Prolonged periods of standing and walking. Must be able to bend, stretch, kneel, squat, and have manual dexterity to perform job duties.
- Must be able to work safely in a variety of weather conditions and tolerate exposure to noisy areas with dust, water, and odors present.
- Follow OSHA mandated requirements including always wearing safety glasses and steel toed/composite toed shoes.

Schedule:

- Monday – Friday 7:30 am to 4:30 pm – with a 1-hour lunch break
- Saturday's – as needed

Labor type:

- Manufacturing and Construction

Work Environment(s) May Include:

- Elevated work areas
- Dirt/fumes
- Inclement weather, hot or cold
- Loud/noisy
- Slippery/ wet

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date