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

Milagro Quarry General Laborer Job Description

Job Location:

The Milagro Quarry…

Job Summary:

This position requires safety-minded individuals with strong drive and enthusiasm to advance our organization forward by performing a variety of general and manual labor duties in support of quarry operations at the Milagro Quarry. Under supervision, this position assists with stone extraction, handling, stockpiling, site maintenance, and equipment support while maintaining a clean, organized, and safe work environment. Work is performed with Oakwood flagstone, laydown material, and boulders. This role does not involve gravel or aggregate processing.

Supervisory Responsibilities:

- None

Duties / Responsibilities:

- Follow daily procedures and protocols as set forth in job orientations and training
- Perform general groundskeeping and housekeeping duties throughout the quarry
- Maintain a clean job site including picking up tools, materials, and debris to eliminate hazards
- Assist with manual handling of stone including moving, sorting, staging, and organizing flagstone, laydown stone, and boulders
- Assist equipment operators with quarry activities while maintaining situational awareness and safe distances
- Act as a spotter for equipment operators when required
- Assist with stockpile organization and separation of stone by type, size, and quality
- Help stage stone for loading and transport to the plant or customer locations
- Perform general maintenance on tools, vehicles, and equipment as directed, including greasing, fueling, and basic service
- Report major maintenance or equipment issues to supervisor
- Assist with quarry road maintenance, access routes, and work area upkeep
- Perform pre-shift inspections on tools and equipment as directed
- Use hand tools, power tools, and manual equipment safely to perform assigned tasks
- Remain alert for hazards and follow all MSHA, OSHA, and NMT safety rules and regulations
- Assist with environmental controls including dust mitigation and erosion control as directed
- Perform manual labor tasks including shoveling, lifting, and carrying materials as required
- Communicate safety concerns, material issues, or operational needs to supervisor promptly
- Perform other related duties as assigned

Required Skills / Abilities:

- Ability to follow instructions and work safely
- Strong awareness of surroundings in an active quarry environment
- Basic mechanical aptitude
- Ability to use hand and power tools safely
- Ability to complete assigned tasks in a timely and efficient manner
- Ability to work independently or as part of a team
- Ability to work hands-on in outdoor environments
- Strong commitment to safety and job-site cleanliness

Minimum Requirements

- Employee must be at least 18 years old
- Valid Driver's License and reliable transportation to get to and from work is required
- M.S.H.A. certificate part 46 or 48 or willingness to obtain certification - company will pay for certification
- Ability to complete work tasks under various adverse weather conditions
- Punctuality is required
- Drug/Alcohol Free Environment (including THC)

Physical Requirements:

- Must be able to lift up to 80 lbs at a time
- Must be able to bend, stretch, kneel, and squat to perform job duties.
- Must be able to work safely in a noisy area with dust and odors present.

Schedule:

- Monday – Friday 7:00 am to 3:00 pm
- Saturday's – as needed

License/Certification:

- Driver's License (Preferred)

Labor type:

- Construction

Work Environment(s) May Include:

- Elevated work areas
- Dirt/fumes
- Inclement weather
- Loud/noisy
- Wet/Greasy/slippery

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Employee Signature Date

Supervisor Signature

Date