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

Sais Quarry General Laborer Job Description

Job Location:

The Sais Quarry is located in Socorro County, NM off Hwy 60 about 20 minutes SE of Rio Communities.

Job Summary:

This position requires safety-minded individuals with strong drive and enthusiasm to advance our organization forward by performing various general/manual labor duties as required. These general tasks include shoveling, gathering and delivering supplies and materials and assisting others in performing their duties. Performing regular maintenance and repairs on vehicles and equipment. With supervision, this position performs a variety of tasks involved with mining while maintaining a clean and safe work environment.

Supervisory Responsibilities:

- None

Duties / Responsibilities:

- Follows daily procedures and protocols as set forth in job orientations and training
- General groundskeeping/housekeeping duties as necessary
- Maintains a clean job-site, picks up all tools and equipment, trash pickup of job site each day to eliminate potential hazards
- Assists in shoveling, surveying, sample pick-ups, belt moves, power moves, and roadway maintenance
- Perform general maintenance, repair, and service equipment as required and/or directed by supervisor such as: greasing, fueling, and minor repairs, reporting any major maintenance that may need to be performed to supervisor.
- Assists crew leader/operator with operation of machines. Must be aware of the surroundings, keeping a close watch for any possible problem, and immediately report any problems to crew leader/operator.
- Assist in Operation of the scale and accurately filling out gravel tickets for trucks loaded.
- At all times, when operating the crusher and/or screening plant, the General Laborer will work cautiously to promote a safe environment for everyone at or around crusher and/or screening site.
- Remains alert for hazards involved in crusher and/or screening operation and observe MSHA and operating rules and regulations.
- Use of a shovel to move material will be necessary.
- Perform pre-shift inspections on equipment prior to startup.
- Willingness to operate any equipment as needed after training
- Monitors/operates parts of/different pieces of heavy equipment used in mining operations
- Other duties as assigned

Required Skills / Abilities:

- Mechanical Skills
- Ability to follow instructions
- Ability to use power and hand tools
- Excellent analytical and problem-solving skills.
- Ability to read service and repair manuals.
- Ability to complete assigned tasks in a timely fashion.

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

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date