



FUNCTION DESCRIPTION

McInnis Cement

POSITION: Terminal Attendant

Location: MA, USA

City: Devens

Reporting to: Terminal Manager

Status: Permanent - Full Time

JOB DESCRIPTION

Reporting to the Terminal Manager, the Terminal Attendant operates and maintains the McInnis Cement distribution facility.

RESPONSIBILITIES

- Perform inspections on equipment prior to use
- Complete maintenance and minor repairs of equipment including changing dust collector bags
- Perform preventative maintenance on mobile equipment such as check fluid levels, oil and lube equipment
- Operate unloading equipment relating to rail cars, ships, barges, and/or trucks
- Operate light equipment such as a forklift, mower, and skid loader
- Operate and maintain an in-house cement transfer system, including elevators, screw conveyors, air-slides, cement pumps, etc.
- Perform truck loading process and assist drivers with self service loading
- Maintain a positive relationship with customers, visitors and all levels of company staff
- Adhere to work schedule
- Perform general housekeeping and ground maintenance duties
- Understand and abide by all Company policies that relate to the workplace
- Understand and abide by all Safety guidelines and policies that apply to the workplace
- Understand and abide by all Environmental guidelines and policies that apply to the workplace
- Performs other duties as assigned

JOB REQUIREMENTS

- High school degree or equivalent
- Working mechanical knowledge/experience
- Knowledge of OSHA regulations
- 3-4 years of experience preferred

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KNOWLEDGE AND SKILLS

- Mechanical background & experience
- Bulk commodity loading and transfer system knowledge
- Basic math skills (add, subtract, divide and multiply) calculate surfaces, volumes, weights and measures
- Strong written and verbal communication skills required to communicate with staff and management and develop required reports.
- Knowledge of basic computer programs
- Requires walking, sitting, lifting, pushing, pulling and climbing to a significant degree
- Lifting and exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a greater than negligible amount of force routinely
- Must be able to perform all functions, which includes pushing, turning, and/or pulling of controls
- Training in Transportation, Logistics or relevant experience
- Minimum 2 years of working experience in the transportation field
- Knowledge of land transportation legislations and regulations
- Knowledge of environmental health and safety legislations and regulations;
- Proven team player who is dedicated to achieving performance goals and supporting the team to successful outcomes
- Team player who is comfortable and motivated to roll up sleeves and help the team when required
- Possess aptitude and knowledge to ensure a positive, safe and productive work environment.
- Sense of urgency and commitment to task completion required to ensure operational goals.

If interested, please submit your application at careers@cmcinnis.com to the attention of Carole Southière, Human Resources advisor. McInnis Cement ensures that all applications are treated fairly and per its requirements.