

## Position Opening

<b>Position:</b>	Security Guard	<b>Location:</b>	Clarkdale
<b>Opening Date:</b>	September 14, 2016	<b>Grade:</b>	1
<b>Closing Date:</b>	September 24, 2016	<b>Wage:</b>	\$11.29 to \$16.08

### Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

### Primary Job Function:

Work random shifts including weekends, nights, call outs, holidays and overtime. Assists in the implementation of all aspects of security at the Clarkdale Plant, according to Company policies, and assists in the daily operation of the security department.

**Please see below a brief summary job description.**

### Essential Requirements:

- Able to wear all required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks, and gloves
- Able to stand and walk to and from security building and trucks
- Able to sit for extended periods of time
- Able to work in an environment that at times will be subject to exposure of blowing dust, rain, etc. when inclement weather occurs
- Required and predictable attendance
- Work random shifts including weekends, nights, call outs, holidays and overtime

### Knowledge, Skills and Abilities:

- Able to read, write and communicate clearly for documentation and customer relations
- Able to work well under pressure to meet multiple and sometimes competing deadlines
- Experience with Microsoft Word, Outlook and Excel desired

### Duties and Responsibilities:

- Know and follow all Company safety procedures and policies with or without supervision
- Work well with other security staff to ensure compliance with all SRMG policies relating to the safety and security of the plant, employees, contractors and visitors
- Communicate clearly and professionally with all customers, vendors, truck drivers, co-workers and supervisors
- Complete all security documentation and paperwork in an efficient and timely manner
- Excellent attendance, reliability and punctuality on the job
- Maintain a current register of onsite contractors in accordance with CFR 30 45.4
- Have an excellent public relations attitude and display an ability to effectively resolve disputes in an appropriate manner
- Work well under pressure, meet multiple and sometimes competing deadlines
- At all times demonstrate cooperative behavior with colleagues and supervisors



**PHOENIX CEMENT**

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## Position Opening

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms and send to [crifon@srmaterials.com](mailto:crifon@srmaterials.com).

External Applicants-please complete an application on our website [www.srmaterials.com](http://www.srmaterials.com), email to [crifon@srmaterials.com](mailto:crifon@srmaterials.com) or fax to 928-639-8066.

*Salt River Materials Group (SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.*

***Salt River Materials Group preferentially hires Native Americans.***