

ELEVATOR SUPERINTENDENT

Job Description



Location (s):	<input type="checkbox"/> Atlanta <input type="checkbox"/> Atwood <input type="checkbox"/> Beason <input type="checkbox"/> Bement <input type="checkbox"/> Cisco <input type="checkbox"/> Emery <input type="checkbox"/> Johnston Siding <input type="checkbox"/> Kruger <input type="checkbox"/> LaPlace		
	<input type="checkbox"/> Lawndale <input type="checkbox"/> Maroa <input type="checkbox"/> Milmine <input type="checkbox"/> Monticello <input type="checkbox"/> Pierson <input checked="" type="checkbox"/> Seymour		
Reports to:	Operations Mgr, Division Mgr, and Regional Mgr.	Position Supervises:	Elev. Operations Personnel and Part-Time Seasonal Help
Type of Position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Work Schedule: Monday-Friday, Longer hours and weekend during grain harvest or as needed.			

JOB SUMMARY

This position entails the supervision of day to day activities of a designated grain elevator(s). This includes the coordination of elevator operations staff and oversight of grain inventory/handling, grain quality/conditioning, elevator equipment, housekeeping, maintenance, rail loading preparations/activities, and the loading/unloading of grain trucks.

ESSENTIAL JOB FUNCTIONS

- Gain a thorough knowledge of the equipment used in the operation of assigned grain elevators, and/or vehicles.
- Manage all inbound/outbound grain loading/unloading, grain handling/positioning and grain grading/quality/conditioning.
- Able, with or without reasonable accommodation, to climb ladders daily to heights generally ranging from 4ft—25ft.
- Perform basic repairs and maintain a preventative maintenance program on machinery, equipment, and company vehicles.
- Complete all housekeeping assignments, work to improve the condition of all facility areas.
- Maintain a safe and sanitary workplace. Promote safety amongst customers and employees.

OTHER RESPONSIBILITIES

- Must maintain a high level of customer service.
- Grain Handling: Bin shoveling, bin sweeping, bin measurements, monitor temperature cables, walking flats, monitoring fan usage, transferring grain, etc.
- Prepare rail cars, opening/closing lids, inspecting, sealing bottoms, etc.
- Manipulate controls, levers, and valves to start pumps, auxiliary equipment, or conveyors, and to adjust equipment positions, speeds, timing, and material flows.
- Observe conveyor operations and monitor lights, dials, and gauges, in order to maintain specified operating levels and to detect equipment malfunctions.
- Weigh or measure materials and products, using scales or other measuring instruments, or read scales on conveyors that continually weigh grains, in order to verify specific weighs and prevent under/over loads.
- Monitor grain dryer operations.
- Communicates daily with Operations Manager and/or Operations Asst. Managers on grain loading/unloading plans, technical developments and operating improvements within the elevator. Coordinate repair work with Operations Manager and Maintenance crew.
- Maintain the general appearance of the facility to include elevator, grounds, buildings etc. Includes location upkeep of yard work such as mowing and trimming.
- Clean, sterilize, and maintain equipment, machinery, and work stations, using hand tools, shovels, brooms, chemicals, hoses, and lubricants.
- Train and supervise Elevator Operations staff and Seasonal Employees in operations and facility maintenance/upkeep.
- Able to drive and operate elevator equipment. Bobcat, forklift, front-end Loader.
- Good communication skills with customers and fellow employees.
- Exhibit regular and prompt attendance. Exhibit a professional image and maintain a positive and respectful attitude.
- Willing to work weekends, seasonal hours, holidays, on-call, and overtime if needed.
- Able to work under time constraints.

POSITION QUALIFICATIONS

- Experience in grain elevator management/operations, grain handling, grain quality control preferred.
- Keeps up to date on government (OSHA, State, Federal, etc.) regulations concerning the handling and storing of grain.

EDUCATION/EXPERIENCE

High School Diploma/GED or equivalent. Related work experience is preferred.

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SKILLS & ABILITIES

- Strong Mechanical Skills
- Speaking—effective communication among employees and customers.
- Time Management/Planning
- A certain degree of creativity and latitude is required and must be adaptable, a self-starter, and dependable.
- Demonstrate initiative to work independently, while able to work in a team setting as needed.

CERTIFICATES & LICENSES

Class D license required to drive any company pick-up truck. Class B CDL license or higher if required to drive any company vehicle over 26,001 pounds or towing not in excess of 10,000 pounds.

PHYSICAL DEMANDS

Physical Abilities		Lift/Carry	
Stand	Frequently	10 lb or less	Frequently
Walk	Frequently	11-20 lbs	Occasionally
Sit	Occasionally	21-50 lbs	Occasionally
Handling/ Fingering	Frequently	51-100 lbs	Occasionally
Reach Outward	Frequently	Over 100 lbs	Occasionally
Reach Above Shoulder	Occasionally	Push/ Pull	
Climb	Frequently	12 lbs or less	Occasionally
Climbing— Frequent Heights	4 feet - 25 feet	13-25 lbs	Frequently
Crawl	Not Applicable	26-40 lbs	Occasionally
Squat or Kneel	Occasionally	41-100 lbs	Occasionally
Bend	Occasionally		
Driving	Occasionally	Manlift Operation	Frequently (confined space)

WORK ENVIRONMENT

Most of the time is spent outside or in a grain elevator. Exposure to noise from machinery, alarms, and grain trucks. Exposure to a variety of weather situations when loading trucks/rail and constant exposure to grain dust. Frequent exposure to moving, mechanical parts in elevator and on grain trucks.

REQUIRED SIGNATURES

Employment is considered "At Will" which means the employee or the company can terminate employment for any reason at any time, with or without notice. This job description is not a contract of employment and not a guarantee of continued employment.

Applicant: _____

Date: _____

General Manager/Mgmt. Staff: _____

Date: _____