

# ELEVATOR OPERATIONS PERSONNEL

## Job Description



<b>Location (s):</b>	<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 type="checkbox"/> Seymour								
<b>Reports to:</b>	Operations Manager, Division Mgr., Regional Ops. Mgr., & Elevator Superintendent					<b>Position Supervises:</b>	Part-Time Seasonal Help		
<b>Type of Position:</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time		<input type="checkbox"/> Hourly <input type="checkbox"/> Salaried		<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				
<b>Work Schedule:</b> Monday-Friday, Longer hours and weekend during grain harvest or as needed.									

### JOB SUMMARY

This position works closely with Elevator Superintendents, Maintenance/Millwrights, and the Operations Manager/Asst. Managers. This includes, but is not limited to, performing a wide variety of duties in the grain elevator operations from running elevator equipment, house-keeping, maintenance, rail loading preparations/activities, and the loading/unloading of grain trucks, filling/emptying grain flats/bunkers/piles.

### ESSENTIAL JOB FUNCTIONS

- Gain a thorough knowledge of the equipment used in the operation of assigned grain elevators, and/or vehicles.
- Driving/Loading/unloading of grain trucks and loading/unloading rail cars. Filling/emptying grain flats/bunkers/piles.
- Grain Handling: Bin shoveling, bin sweeping, bin measurements, monitor temperature cables, walking flats, monitoring fan usage, transferring grain, etc.
- Complete all housekeeping assignments, work to improve the condition of all facility areas.
- Perform basic repairs and maintain a preventative maintenance program on machinery, equipment, and company vehicles.
- Able, with or without reasonable accommodation, to climb ladders daily to heights generally ranging from 4ft—25ft.
- Maintain a safe and sanitary workplace. Promote safety amongst customers and employees.

### OTHER RESPONSIBILITIES

- Prepare rail cars, opening/closing lids, inspecting, sealing bottoms, etc.
- 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.
- Manipulate controls, levers, and valves to start pumps, auxiliary equipment, or conveyors, and to adjust equipment positions, speeds, timing, and material flows.
- Monitor grain dryer outputs.
- Coordinate repair work with Operations Manager and Maintenance crew. Communicates daily with Operations Manager and/or Operations Asst. Managers on grain loading/unloading plans, technical developments and operating improvements within the elevator.
- 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.
- Able to drive and operate elevator equipment. Bobcat, forklift, front-end Loader.
- Good communication skills with customers and fellow employees.
- Travel to different facilities to assist in filling/emptying grain flats, rings, bunkers, etc.
- 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 operations, grain handling, grain quality control, and grain grading 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
- 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
Finger/Hand Dexterity	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	Occasionally	26-40 lbs	Occasionally
Squat or Kneel	Occasionally	41-100 lbs	Occasionally
Bend/Twist	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. 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: \_\_\_\_\_