

# REGIONAL OPERATIONS MANAGER — NORTHERN REGION

## Job Description



<b>Location (s):</b>	<input type="checkbox"/> Cisco	<input type="checkbox"/> Kruger	<input checked="" type="checkbox"/> Monticello	<input type="checkbox"/> Pierson
<b>Reports to:</b>	General Manager & Operations Manager		<b>Position Supervises:</b>	All Regional Operations Staff & Outside Part-Time Harvest Help
<b>Type of Position:</b>	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Hourly	<input checked="" type="checkbox"/> Salaried
			<input checked="" 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 the Operations Manager and oversees the day-to-day operational activities of the Northern Topflight Grain Region, consisting of Monticello, Seymour, and Lodge elevator locations. This includes the coordination of elevator operations staff in receiving, drying, storing, quality control, and transporting grains.

### ESSENTIAL JOB FUNCTIONS

- Must gain working knowledge of all equipment and machinery at Monticello, Seymour, and Lodge facilities and able to instruct staff on proper usage.
- Direct blending of grain for storage and shipment for region.
- Coordinates (and participates in) the loading/unloading of rail cars and trucks.
- Works closely with Operations Manager and Merchandiser to coordinate load out logistics.
- Oversees regional elevator grain drying procedures., grain quality controls, and grain conditioning.
- Able, with or without reasonable accommodation, to climb ladders daily to heights generally ranging from 4ft—25ft.
- Coordinates repair/preventative maintenance work with Operations Manager and Maintenance crew.
- Oversees that Elevator Superintendents and Operations employees maintain safe and sanitary workplaces and promote safety among the employees and customers.

### OTHER RESPONSIBILITIES

- Must maintain a high level of customer service.
- Know facilities and be able to substitute for Elevator Superintendents/Operations employees at all locations, including grain loading/unloading of trucks/rail cars.
- Train and supervise Elevator Operations staff and Seasonal Employees in operations and facility maintenance/upkeep.
- Oversees that all buildings, vehicles, equipment, and grounds are maintained and repaired, including mowing grass and trimming brush.
- Ensures that man power is available at all locations to handle daily needs of the elevators and are informed of daily duties.
- Keep management informed on technical developments and operating improvements within the elevator.
- Settle minor grievances with employees.
- Approve all time cards for employees under supervision.
- Able to drive and operate elevator equipment. Bobcat, forklift, front-end Loader.
- Good communication skills with customers and fellow employees.

### POSITION QUALIFICATIONS

- Working knowledge of the Agricultural Industry preferred.
- Extensive knowledge of government (OSHA, State, Federal, etc.) regulations for employees and concerning the handling and storing of grain.

### EDUCATION/EXPERIENCE

- High School education or equivalent. College and/or work experience preferred.
- Requires operations management experience, ideally involving the management of multiple facilities and the supervision of grain quality control, handling, testing, and grading.

### CERTIFICATES & LICENSES

- Pesticide Applicator's License necessary or able to be obtained.
- 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. Class A CDL license required to drive any company vehicle over 26,001 pounds or towing in excess of 10,000 pounds.

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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.

### 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	Occasionally	26-40 lbs.	Occasionally
Squat or Kneel	Occasionally	41-100 lbs.	Occasionally
Bend	Occasionally		
Driving	Occasionally	Manlift Operation	Frequently (confined space)

### WORK ENVIRONMENT

A lot 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: \_\_\_\_\_