

Offerle Cooperative Grain & Supply Company
Elevator Operator - Bucklin
Job Description

Job Title: Elevator Operator
Location: Bucklin
Reports To: Levi Benjamin - Manager

SUMMARY

This position assists with the receiving, storing, and shipping of grain at the Cooperative's grain elevator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Includes the following and other duties may be assigned)

Conducts various grain activities including loading, unloading and operating scale for grain; loading out grain by rail and/or truck; cleaning up grain spills; unloading producer's grain;

Collects grain samples and records results;

Inspects grain for insects, moisture, and foreign material while unloading grain trucks;

Responsible for maintaining clean facilities, and complying with all state and federal regulations pertaining to a safe workplace, housekeeping, and all activities that require regulation compliance;

Reads thermometers on control panel to determine grain temperatures at various levels in storage tanks in a timely manner, after bins are filled;

Starts conveyors, selects flow pipes, sets trippers, and selects storage tanks to convey grain into storage or to loading department;

Performs routine maintenance and repair on all elevator equipment;

Assists in maintaining records on chemical application of grain in bins;

Provides excellent customer service by managing difficult or emotional situations; responding promptly to customer needs, resolving questions, complaints and concerns immediately and meeting commitments;

Effectively communicates by verbal and written means with customers, employees and management;

Maintains and promotes safety awareness; follows safety policies, procedures and reporting requirements;

Understands and complies with all state and federal regulations;

Presents a clean and professional appearance;

Regular and prompt attendance;

Employee is required to perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, demands and environments described below are representative of those an employee encounters while performing the essential functions of this job. The requirements list below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience as determined by management.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

CERTIFICATES, LICENSES, AND REGISTRATION

Class A or B CDL with safe driving record as determined by management
Obtain and/or maintain a 7B license

REASONING ABILITY

The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to deal with problems with several concrete variables in standard situations. Must be able to think quickly and perform a mental assessment of workplace hazards, take appropriate precautions, and choose appropriate PPE as dictated by need, regulation and labeling.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms, talk or hear, taste or smell; stand, walk; sit and climb or balance. The employee is required to regularly stand or sit for long periods of time. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds. The employee is occasionally required to legally operate a grain elevator man lift with the door closed, (300 lb. weight limit). The employee may frequently need to climb ladders (may range from 20' to 180'), stairs, roofs, and adjust and inspect elevators. This may include structural ladders as well as climbing into large vehicles, and/or tractors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles; outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock and explosives. The noise level in this work environments is usually loud (although not believed to exceed the eight-hour threshold for working in or around loud equipment). Employee must understand and implement all related safety policies, procedures and programs for prevention and protection while performing job duties in various work environments.

DISCLAIMER

This Job Description indicates the general nature and level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee.

I agree that I can perform the job described as stated above and can work in these conditions. Signing this job description in no way alters "employment-at-will" and is not a guarantee of employment now or in the future.

Signature

Date