



Grain Elevator Superintendent

7/20/22

Reports To: Regional Operations Manager

Position Responsibilities

The grain elevator superintendent's responsibilities involve supervision of employees, equipment repair and maintenance, grain handling, grain management, safety, reporting, customer service and other duties as assigned.

The elevator superintendent will maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of the cooperative. Customer service is a top priority.

Supervision of Employees

- Supervision involves communicating to other employees at the elevator location the work to be completed, delegating the workload, and upholding cooperative policies.

Maintenance and Repairs

- Maintain clean and neat facilities.
- Maintain equipment and facilities regularly.
- Make recommendations on replacement, additions, or deletions of facilities and equipment when needed and/or economically justified.

Grain Handling

Coordinate receiving, sampling, and grading

- Ensure employees are qualified to sample and grade grain properly.
- Open all facilities at scheduled times.
- Check truck scales and testing equipment for accuracy.

Grain Management

Assure proper grain storage and condition

- Properly bin grain according to grade and moisture to maintain the highest quality possible.
- Maintain up-to-date bin charts showing type, grade, and quantity of grain stored in each bin.
- Check regularly on the condition of stored grain.
- Assure proper aeration of each bin.
- Check and record grain temperatures as needed.

Operate grain dryers

- Operate grain dryer in a safe and efficient manner by following manufactures, company, industry practices.
- Record quality of grain and moisture before and after dryer operation.

Blend grain for proper loading

- Blend grain for loadout to obtain the highest grade and price while minimizing discounts.
- Prepare and load railcars and grain trucks in approved manner of quality and weights.

Safety

- Observe and enforce GRAINLAND Cooperative, OSHA, state and federal safety policies and regulations.
- Maintain housekeeping and sanitation standards.
- Check all areas for fire or safety hazards.
- Always keep fire extinguishers fully charged and in designated places.

Reporting

- Man lift Inspection-Monthly.
- Housekeeping-Weekly
- Building and Equipment-Yearly
- Grain Inventory Report-Monthly
- Other reports as needed and requested.

Customer Service

- Greet customers promptly and courteously with a friendly smile and a hello and thank them for their business.
- Assist customers with unloading and loading.
- Promptly and courteously answer the phone.
- Work with customers to resolve problems and report complaints.
- Actively work to increase personal skills and knowledge.
- Attend safety, merchandising and cooperative meetings as requested.

Other Duties

- The grain elevator superintendent will perform other duties as assigned.

Required Qualifications

- High School diploma or GED
- Computer skills
- Strong communication and customer service skills
- Must have and maintain a valid driver's license.
- Must be able to work hours beyond those considered normal.
- Must be able to climb, enter confined spaces, and ability to lift 50 pounds.