

Position Objective and Responsibilities

Job Title: Grain Elevator Operations

Reports To: Location Manager

Position Objective

Performs basic grain elevator operations duties including: receiving grain, accurately weighing & grading and placing in proper bins; loads out grain according to contract specifications; maintains facility, equipment and grounds.

Position Responsibilities

The Grain Elevator Operator responsibilities involve operations, safety and maintenance and other duties as assigned by management.

The Grain Elevator Operator will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Operations

Operations involves assisting in the efficient operation of the elevator and grain bins.

1. Accurately weigh and grade inbound and outbound grain, enter all required fields in scale computer, and place grain in proper bin.
2. Notify grain hedge desk of all grain purchases.
3. Perform routine inventory measurements and monitor grain quality; record and report data.
4. Maintain the cleanliness of the facility (inside & outside) and rolling stock on a routine basis.
5. Perform yard maintenance including driveways, mowing, weed control and snow removal.

Safety and Maintenance

Safety and maintenance involve maintaining equipment and facilities, following regulations, and safely operating and maintaining the delivery vehicle.

Maintain equipment and facilities

1. Maintain a clean and neat elevator, receiving tower and grain bin area.
2. Assist with routine equipment maintenance, inspections and repairs.
3. Constant observation and detection of abnormal equipment operation.
4. Monitor bearings and leg belt alignment.
5. Lubrication of bearings and gearboxes as necessary.
6. Inspection and adjustment of conveyor chain tension.
7. Ensure that mobile equipment is operational.
8. Identify grain and dust leaks and repair immediately. Notify supervisor if maintenance assistance is required.

9. Accurately blend and load out truck grain.
10. Maintain accurate documentation as required for housekeeping, maintenance and safety.
11. Clean bin bottoms annually.
12. Operate grain dryer.

Follow regulations

1. Observe OSHA, state, and federal safety regulations
2. Follow all company and regulatory agency safety policies

Communication Expectations

Notify Supervisor of grain quality deviations, equipment problems, unsafe working conditions or any other concerns.

Communicate information necessary to co-workers to perform tasks according to their job requirements, maintain local efficiency and maintain a safe working environment.

Inform Supervisor of suggestions to improve safety, efficiency or increase business.

Physical Demands

The Elevator Operator is regularly required to stand, walk, reach, climb, stoop, kneel, crouch and crawl.

The Elevator Operator must occasionally lift and/or move up to 100 pounds.

Ability to see close distances, far distances, peripheral and depth perception are required.

Ability to work safely at heights over 100 feet tall on grain bin catwalks and grain legs.

While performing the duties of this job, the Elevator Operator is frequently exposed to moving mechanical parts, fumes or airborne particles and chemicals.

The Elevator Operator is occasionally exposed to high places, outside weather conditions and noise.

Other Duties

The Grain Elevator Operator will perform duties as assigned by management and will enforce and uphold the cooperative's credit policy.

Must have a current driver's license with the ability to acquire a CDL.