OPERATIONS TECHNICIAN

Department: Grain Operations  
Supervises: NA  
Reports to: Operations Manager  
FLSA Status: Salary, Exempt

Position Summary
This employee will conduct daily maintenance of the buildings and equipment at the facility. Manages the flow of grain dumped into the elevator and loaded out into trucks and rail cars. Monitors grain in storage and maintains condition with aeration or turning to keep grain in good condition. At times, oversees the weighing and grading of grain before it is dumped into the grain elevator.

Essential Duties and Responsibilities

1. Performs all duties in a safe, environmentally compliant manner. Demonstrates ability to work in a safety conscious environment and follow all applicable safety and environmental regulations.

2. Ensures that grain facilities are well maintained by adhering to a strict maintenance schedule. Follow established policies and procedures, along with proper communication when operating grain handling equipment. Repairs and rebuilds equipment to maintain its integrity and insure its longevity.

3. Cleans and prepares storage facilities including but not limited to grain bins and ground piles.

4. Responsible for loading trains when shipping grain to a customer facility. This includes opening heavy lids in preparation of loading rail cars and making sure bottom doors are closed and secure.

5. Visually monitors grain and grain products for irregularities and takes proper action when discovered. Demonstrates the ability to recognize quality control issues with grain.

6. Assists in the unloading of grain from trucks. Weighs/measures grain output on trucks.

7. Possesses some mechanical aptitude, including the ability to recognize when equipment is not operating properly.

8. Understands how to safely shut down and isolate equipment for maintenance using Lock Out – Tag Out procedures.
9. Immediately reports all accidents and/or injuries to your immediate supervisor or a person at the next level of supervision.

10. Knows and understands the operation of the skid loader, front end loader, yard tractor, lawnmower as well as equipment at specific locations as needed.

11. Operates dryers when needed.

12. Assumes other duties as assigned by supervisor.

**Other Duties and Responsibilities**

1. Assists in performing maintenance work as required.

2. Performs housekeeping as related, including the cleanliness and orderliness of the grain handling area (tunnels, concrete grounds, grass areas, etc.) as well as areas within the site as delegated by the position supervisor or manager.

3. Keeps current and maintain all training requirements for this position.

5. Wear proper PPE, including a safety harness if off the ground or on a train. Reminds others as needed.

6. Plans the day’s work in advance.

7. Trains new hires and seasonal employees as needed.

8. Works as weighmaster when needed.

9. Assumes other duties as assigned by supervisor.

**Characteristics and Attributes**

- Works and promotes safety in all areas and is responsible to make sure fellow employees work safely. Must encourage safety and correct behavior when employees are working in an unsafe manner.

- Possesses problem solving skills and mechanical aptitude.

- Maintains integrity and demonstrate dependability in conducting all aspects of work.

- Possesses the ability to multitask when needed. This position not only requires the need to conduct several duties sometimes simultaneously, but also to perform them timely with confidence.

- Exhibits a style of setting one’s own direction when needed. Sound independence is often required.
• Able to bring about great results from ordinary circumstances; solve problems and create opportunities in advance, often without supervision.

• Demonstrates a take charge and positive attitude. Treats customers with respect.

Supervisory Responsibilities
No supervisory responsibilities.

Education, Experience and Licensure
Bachelor’s degree or equivalent needed for employment. Good people orientation skills are important. Prior experience working in a grain facility is preferred.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Demonstrated ability to work in a team environment. Comfortable working at heights, such as walking on catwalks in high positions. Able to lift up to 50 pounds. Comfortable climbing fixed and stationary ladders. Able to shovel as needed. Has the ability to work in confined spaces and in a broad range of climate conditions. Comfortable utilizing mobile and stationary equipment and systems.

Mental Demands
This position requires that the employee have the ability to read, react, demonstrate common sense, and endure long hours during harvest. The person in this position must be mentally aware, especially when working long hours. This person must have the ability to respond to common inquiries, suggestions, and special requests. This employee must have the ability to effectively present information to the supervisor, customers, and fellow employees.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General hours of 7:30 a.m. to 4:30 p.m. Some travel to a different site may be required. This position will incur multiple responsibilities. Longer hours and weekends are required at times.

Confidentiality
Employees in this position acknowledge that the information they acquire from Kokomo Grain or a related third party can be considered confidential.

The above statements are intended to describe the general nature a level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified. Management retains the discretion to add or change the duties of the position at any time.
If you are interested in this position please send a copy of your resume along with a letter that describes how you qualify for this position to:

Jim Renshaw  
Director of Human Resources  
Kokomo Grain Co., Inc.  
P.O. Box 745  
Kokomo, IN 46903