OPERATIONS MANAGER

Department: Grain Operations  
Supervises: Operations Technician(s)  
Reports to: Facility Manager  
FLSA Status: Salaried, 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. 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. Manages Operations Technicians

Essential Duties and Responsibilities
1. Trains and manages elevator operations staff and seasonal employees in operations and facility maintenance/upkeep.
2. Ensures that grain facilities are well maintained by adhering to a strict maintenance schedule. Follows 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. Visually monitors grain and grain products for irregularities and takes proper action when discovered. Demonstrates the ability to recognize quality control issues with grain.
4. Assists in the unloading of grain from trucks. Weighs/measures grain output on trucks.
5. Cleans and prepares storage facilities including but not limited to grain bins and ground piles.
6. Understands the layout of grain handling equipment and storage capacities of silos and buildings at facility. Possesses working knowledge of all equipment and machinery, including bobcat, forklift and front-end loader, and be able to instruct staff on proper usage.
7. Has responsibility for assigned shift regarding confined space entry permitting, equipment removal/return to service and lock-out/tag out for maintenance.
8. Coordinates repair/preventive maintenance work with crew.
10. Communicates with grain originator and logistics personnel on grain movement.
11. Ensures quality and quantity of work performed is consistent with Kokomo Grain Co., Inc. mission and core values.
12. Immediately reports all accidents and/or injuries to your immediate supervisor or a person at the next level of supervision.

14. Performs initial incident report, evidence preservation, and data gathering follow unexpected events on shift.

15. Monitors grain condition, aeration, grain movement, cleaning operations, dryer operations, task assessments, grain inventories and maintain records of all activities.

16. Oversees that all buildings, vehicles, equipment, and grounds are maintained and repaired, including mowing grass and trimming brush.

17. Ensures that workforce is available to handle daily needs of the elevators and are informed of daily duties.

18. Keeps upper management informed on technical developments and operation improvements within the elevator.

19. Assumes other duties as assigned by supervisor.

**Other Duties and Responsibilities**

1. Has the ability to communicate effectively with other management supervises, facility managers, management, and external customers. Use diplomacy and tact with co-workers.

2. Must be willing to work extended hours during the harvest season.

3. Works in confined spaces with the ability to climb and work at 150 ft.

4. Has good communication skills with customers and fellow employees.

5. Has strong analytical abilities, problem-solving skills, negotiation skills, dispute resolution and ability to overcome obstacles.

6. Able to manage multiple priorities with efficiency and accuracy. Possesses the ability to anticipate needs and accomplish necessary tasks.

7. Has strong motivational skills, with the ability to work independently and in a team.

8. Able to work extended weekday and weekend hours during grain harvest seasons, and at times of shipping corn to Tate and Lyle.


10. Develops Time Management/Planning skill set. Also has basic computer skills.

11. Must be able to tolerate cold, heat, grain dust, grain/mill odors and noisy conditions.

12. Assumes other duties as assigned by supervisor.

**Characteristics and Attributes**

- Self-motivated individual that demonstrates a take charge and positive attitude in daily work. Is also proactive.
• Demonstrate a fair and honest demeanor with employees and customers at all times.
• Possess strong problem solving and creative skills, and the ability to exercise sound judgment.
• Possess a high level of organization and the ability to multitask.
• Business Acumen and Strategic Thinker.
• Remains calm in stressful or emergency situations. Provides the necessary attention to bring order to the problem or emergency.

**Supervisory Responsibilities**
Supervises the outside staff and the outside operations of the company. This position is responsible for the overall direction, coordination, and overseeing the outside operations in Winamac. Responsibilities include working with and managing the Operations Technician(s) to carry out the daily operations of the business.

**Education, Experience and Licensure**
Bachelor’s Degree or equivalent required to be considered for employment. Prior work in a grain facility is preferred. Some mechanical ability is also 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. While performing the duties of this job, the employee is regularly required to talk, and listen to customers and management. The employee is frequently required to stand, walk, use hands and arms, and must have the ability to lift up to 50 lbs. Must also be able to work in confined spaces and work at heights of 150 ft. plus.

**Mental Demands**
This position requires that the employee have the ability to read, analyze, react and demonstrate common sense. Must be able to handle long hours during harvest season. Ability to respond to common inquiries, suggestions, special requests, and requirements of customers and company. Ability to effectively present information to senior and mid management, and employees. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**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.

Office setting with general hours of 7:30 a.m. to 4:30 p.m. Some travel required for visiting various company sites and attending seminars/workshops.

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

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*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