

ADM Elevator Supervisor

ADM has an entry level opening in Indianapolis. Some details ...

*This is a great fit for an ASM senior looking for full-time employment starting May 2020 or soon after.

*This is an entry level position with tremendous upside. Our goal would be that this individual is running their own facility within 2 years for starting with ADM.

*The individual needs to be fairly mobile and not restricted geographically in order to open up the opportunities of promotion.

* Past internship experience with ADM is preferred but not required.

Elevator Supervisor – Beech Grove, IN

This is an Exempt level position

Position Summary:

The supervisor will assist in all day to day activities of the elevator. This includes loading/unloading, sampling, grading, transferring, blending, and storage of grain. Maintain a safe, sanitary workplace in compliance with company policies and regulatory agencies (OSHA, EPA, DNR, DOT, etc). Will be responsible to train and lead hourly employees in operations, safety and maintaining facilities. Perform special assignments, initiating improvements to most effectively meet operation objectives. Establish and maintain appropriate preventative maintenance, sanitation and operation schedules.

Job Requirements:

- Bachelor's degree preferred
- High School Diploma/GED with years of OJT
- Technical Certification
- 2-3 years' experience developing a team
- Troubleshooting/problem solving experience
- Good people skills
- Mechanical, electrical, leadership
- Job Hazard Analysis and safety compliance

- Computer proficiency (Microsoft office, email, etc.)
- Excellent Verbal and Written Communication skills
- Report writing
- Ability to train others

Job Responsibilities:

- Executes plans according to the work schedule. Prioritizes shift work, while properly assigning shift resources to effectively utilize their experience, training and ability.
- Ensures the safety of all personnel through compliance with occupational safety and health regulations, demonstrate safety leadership through participation in all safety processes with a goal of zero injuries.
- Recognizes environmental, safety, and GMP hazards and takes actions to insure the hazards are eliminated so as not to affect employee safety, product quality and environmental purity.
- Addresses employee concerns and maintains good communications and morale on shift and within department.
- Works with employees to develop a high level of job proficiency. Analyze maintenance performance and work to improve efficiencies.
- Provides positive reinforcement when employees are observed producing good results and safe performance.
- Maintains discipline within the department and documents unusual or unacceptable behaviors.
- Responsible for development of employees. Actively engage in the development & training of hourly labor.
- Strong troubleshooting skills. Utilizes mechanical and electrical expertise to maintain production systems, utilities, buildings and grounds.
- Collaborates with other facility management to utilize equipment to improve employee safety, production quality, equipment reliability, and overall equipment effectiveness.
- Remains current with latest and emerging industry regulations and codes relative to systems design and operation.

- Ensures corporate policies and standards are followed in the execution of daily activities.
- Lead and analyze preventive maintenance schedules, inspections and repairs to minimize down time.
- Partner with Plant Superintendent concerning the execution of work schedules
- Maintain documentation and identify cost saving ideas.
- Ability to lift and transport materials and equipment weighing up to 50 pounds on a frequent basis and up to 100 pounds on an occasional basis.
- Prolonged standing and frequent bending, stooping, walking, and reaching daily
- Requires a full range of physical motion in order to operate manual and electrically-powered tools and electrical test equipment. Ability to move throughout the facility, including climbing stairs, ladders in all buildings, and to work at heights.
- Work is performed indoors and out-of-doors year round, occasionally in environments that are dusty, noisy, or which could have work hazards.

If interested, please contact:



MATT MCCARTHY
Superintendent
 ADM GRAIN — Beech Grove, IN
 Archer Daniels Midland Company
 1901 S. Sherman Dr.
 Indianapolis, IN 46203
t 317-784-4225 / m317-474-7937
ADM.COM