

# **MOUNTAIN VIEW CO-OP**

## **JOB DESCRIPTION**

### **Grain Elevator Operator/Laborer – Collins Elevator**

#### **JOB PURPOSE/SUMMARY**

The purpose of this position is to weigh and grade incoming truck and rail grain, properly bins grain, prepares outbound trucks and railcars for loading, weighs and loads all outbound trucks and railcars, insures outbound grain is of correct quality, all elevator housekeeping and maintain elevator in top serviceable condition, all other duties assigned by management.

#### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES**

- Weighs and grades incoming trucks and rail grain cars.
- Directs incoming truck traffic for efficient unloading and grading.
- Follows all necessary unloading procedures as established by the grain manager for quality control, grading of grain and proper binning.
- Directs all outbound trucks and rail grain cars for proper loading and weigh ups.
- Insures all outbound grain is correct quality.
- Maintains the elevator's mechanical systems with consistent maintenance and repairs.
- Routinely checks all mechanical systems for routine maintenance.
- Performs all other necessary grain operations duties as direct by grain manager.
- Assists grain manager and other office personnel with office maintenance and housekeeping.
- Communicate effectively, both verbally and in writing with superiors, colleagues, and individuals inside and outside the company.
- Exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

#### **Customer Service**

- Maintain and establish a positive experience to our clients, to include but not limited to work area, personal hygiene, and professional phone etiquette.
- Provide outstanding customer service to all customers at all time.
- Communicate with customers regarding information on deliveries.
- Provide daily feedback to Supervisor.

#### **Other Areas of Responsibility**

- Assist in any other duties that may be assigned to meet the business needs of MVC.
- Assist in Safety and compliance issues.
- Perform all job duties and related tasks in an efficient and timely manner.
- Must report work at the scheduled time and ready to work.
- Must be depended on to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
- Other duties as assigned by the Supervisor.

**QUALIFICATIONS/REQUIREMENTS**

Minimum Education: High School Diploma  
Minimum Experience: 2-5 years in a Grain Elevator setting  
Knowledge/Skills/Abilities: Basic electrical, hydraulic and mechanical training  
Other qualifications:

**MENTAL AND PHYSICAL DEMANDS**

Sitting	10%	Reaching	Some
Standing	90%	Manual Dexterity	Frequent
Walking	90%	Telephone	Seldom
Kneeling	Some	Computer Screen	Frequent
Bending	Frequent	Lifting	80 lbs

Must be able to lift up to 80 pounds. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel as classified.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_