**Job Description**

**Materials Operator:**

* **Purpose of Job:**
	+ This position is responsible for loading finished products and co-products including ethanol, WDGS and DDG.
	+ Weighing in/out trucks and directing them to the proper locations for loading/unloading within the plant compound.
* **Qualifications:**
	+ Ability to manage multiple tasks and multiple priorities simultaneously
	+ Strong organizational skills
	+ Self-Initiative
* **Organizational Relationships:**
	+ Immediate Supervisor: Materials Manager
	+ In absence of immediate Supervisor: Plant Manager
* **Duties and Responsibilities:**
	+ Shift work position on weekly rotation.
* M-F 6am-2pm
* M-F 11am-7pm
* M-F 9am- 5pm
* T-F 8am- 4pm. Works Saturday
* Sat. 6am-2pm
	+ Promote teamwork and achievement of Company goals.
	+ Monitor inventories of WDDGS, DDG and ethanol.
	+ Maintaining current and in-depth knowledge of all safety & environmental policies and standards related to Process Safety Management (PSM), safety meeting attendance and pro-active incident reporting/identification is expected of all on-site personnel.
	+ Be complete and accurate when entering information for rail load out and inspection.
	+ Communicate with other departments on tasks that need completed.
	+ Ensure a safe, healthy work environment by following all safety, health, and environmental regulations including LOTO, Confined Space Entry, and Hot Work permits.
	+ Keep current on the status of all operating equipment under your direction.
* Loaders
* Rail equipment
* Receiving pits
	+ Maintain programs and procedures required to ensure plant cleanliness
	+ Maintain preventive maintenance and greasing programs on all equipment under your direction.
	+ Ensure operational consistency using SOP’s.
	+ Stay occupied and productive throughout shift.
	+ Demonstrate a personal commitment to the Company values; promote an environment that appreciates diversity and treats all people with respect, prohibiting discrimination and harassment of any kind.
	+ Other duties not listed herein, but which need to be accomplished to maintain safe and timely day-to-day operations within the plant or as assigned by the Shipping and Receiving Supervisor or Plant Manager.
* **Physical requirements**
	+ Ability to climb down into boot pits and tunnels.
	+ Working on floors and walkways as high as 130 feet.
	+ Lifting 50 pounds repeatedly.
	+ Ability to climb steps and ladders ranging from 10 to 130 feet.
	+ Ability to enter areas or confined spaces.
	+ Walk, climb, bend, and kneel easily. Lift, grip, grasp, push and pull various tools and equipment of 50lb or more.
	+ Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, respirators, fall protection, hard hats, etc.)
* **Working Conditions**
	+ Work is performed both indoors and outdoors in all weather conditions and temperatures.
	+ Frequent exposure to noise, heights, moving equipment and mechanical parts, electricity, extremely hot and cold equipment and products, flammable materials, dust, dirt and grease.
* **Performance Expectations and Competencies**
	+ Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness, and thoroughness.
	+ Competencies include the ability to: think and work safely, accurately troubleshoot and resolve technical problems, gain the trust and respect of co-workers and management, communicate effectively, and develop good working relationships with others.
	+ Conduct self with honesty and integrity, take initiative to notice what needs to be done and the good judgment to act appropriately.