

**Job Title:** Material Handlers  
**Department:** Logistics  
**Supervisor:** Logistics Manager  
**FLSA Status:** Full-Time, Non-Exempt

### **Summary**

Responsible for unloading raw materials and loading ethanol, as well as the movement of trucks and rails cars on the plant site to enable the plant to operate at maximum capacity, while supporting the policies, goals, and objectives of the company.

### **Essential Responsibilities and Duties**

1. Operates the receiving and loading systems.
2. Unloads corn from trucks and rail cars, including weighing, sampling, and testing.
3. Loads ethanol into trucks and rail cars, including weighing, sampling, and testing, as required.
4. Moves rail cars on the plant site as necessary to facilitate effective receiving and shipping.
5. Assists with maintenance and repair of receiving and shipping equipment.
6. Maintains and calibrates testing and weighing equipment, as required.
7. Participates in the safety, health and environmental policies and procedures.
8. Ensures city, county, state, and federal regulations relating to the shipping department are met at all times.
9. Participates in the safety program for the shipping department.
10. Coordinates activities with other departments.
11. Communicates directly with QA/QC laboratory to ensure effective participation by the receiving and shipping personnel in the implementation of QA/QC policies and procedures.
12. Implements programs and procedures required to ensure plant cleanliness.
13. Assists with receiving of chemicals and supplies for process, maintenance, and other areas of the plant.

### **Qualifications**

- Excellent written and verbal skills
- Ability to handle multiple tasks
- Ability to work well with others and independently
- Exemplify the high standards necessary to accomplish the goals of the Company

### **Education and Experience**

- High school diploma
- Postsecondary education and/or a technical trade certification are assets.
- Two years experience working with machinery in an industrial environment or grain elevator.
- Experience with the operation of front-end loaders, forklift trucks, and related material handling equipment.
- Expertise and proficiency with basic office computer software, e.g., word processing, email, and spreadsheets are assets.

### **Physical Demands**

Ability to lift and/or move up to 50lbs.  
Ability to climb stairs and ladders.

Ability to work in outside conditions and adverse weather.

Walking

Standing

Sweeping

### **Working Environment**

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.

The employee is regularly exposed to dusty conditions.

The employee is regularly exposed to high noise environments.

The employee is regularly exposed to outside weather in all conditions.

The employee will regularly be exposed to chemicals used in the process.