



## JOB DESCRIPTION

**JOB TITLE:** Material Handler

**FLSA STATUS:** Non-Exempt

**SUPERVISOR'S TITLE:** Material Manager

**General Summary:** Responsible for rail and commodities to ensure maximum quality and quantity in accordance with the company's operation objectives while maintaining a safe environment along with any other tasks necessary to complete such work.

### **Essential Duties and Responsibilities:**

- Able to read, understand and follow standard operating procedures for operation of plant and associated equipment.
- Able to troubleshoot, anticipate and correct problems associated with plant operations. May need to inspect different areas of the plant to locate problems.
- Learn how to run corn & DDG Systems.
- Load DDG's with articulating arm, load Modified Distillers with pay loader, load Rail Cars using arm and remote control and unload corn cars & load Ethanol into tank cars. Observe corn dumping.
- Monitor and inspect rail cars for proper working order before and after filling. Making sure all lids are closed properly, seals are placed, placards correct, car tops are clean of debris.
- Notify management of any repairs needed.
- Work with tight timelines to get product out in accordance with the marketer and railroad (CP).
- Operate Pay loaders, rail movers (Shuttlewagon), skid loaders, lawnmower, and company pickup truck.
- Assist groundskeeper such as but not limited to watering of trees, mowing lawn, removal of snow.
- Attention to detail on paperwork to be submitted to the Scalehouse Operators or Homeland's logistics.
- Be able to interact with production as needed.
- Follow the Operations Objectives to reach the facility's performance objectives and overall goals.
- Understand and follow rail car moving procedures.
- Keep the facility clean and safe taking into account all local city, state and federal laws and regulations in all operations of the plant. General Housekeeping, including sweeping & dusting.
- Communicate with the maintenance department to anticipate or fix problems in a timely manner.
- Accurate measures/readings for inventory control.

**Required Knowledge, Skills and Abilities:** Must possess excellent communication skills, time-management skills, multi-tasking, detail-oriented, computer skills and problem solving skills.

**Education and Experience:** No prior experience required. Prior material handling experience is helpful.

**Physical Requirements:** Must also be able to perform the following physical requirements, either with or without reasonable accommodation, which also constitute essential functions of the position:

- Ability to lift at least 50 lbs.
- Must have ability to work a 12-hour rotation shift and be willing to work overtime.
- Outside work will be performed during night hours with limited light.
- Manage Confined Space Entry
- Shoveling of corn or other bulk materials and other duties involving strenuous physical labor.
- Ability to stand and/or walk for long periods of time.
- Able to work within facilities and outdoors, with exposure to large moving equipment, chemicals, loud noises, vibrations, dusty conditions, extreme temperatures
- Operate and manage general office equipment
- Able to freely access all areas of Company premises, including going up and down stairs
- Ability to climb and maintain balance on ladders and elevated walkways and work at heights of at least 30 feet but may extend to 150 feet such as top of grain leg (plugged leg or troubleshooting).
- Follow all safety precautions.
- Operate the JLG, fork lift, scissor lifts, skid loader/end loader, articulating arm, shuttlewagon, tractor
- Accurate record keeping of rail specs for proper billing
- Occasional use of Homeland supplied power tools such as but not limited drills, impacts, grinders. Use of various hand tools such as screwdrivers and hammers.
- Occasional overhead work when troubleshooting or assisting maintenance.
- Use of both hands to maintain/fix equipment. (May need one to hold and other for tool)
- Frequent bending, stooping, crouching, kneeling, reaching, twisting and forward-bend standing.
- Use of a two-way radio for communication

**Working Conditions:** Work areas may have exposure to dust and other particles, various weather conditions, various temperatures, loud noises, vibrations and other extremes. Must be able to work safely with exposure to chemicals and while working with heavy moving machinery.

*While this job description attempts to identify a number of essential functions required of the position and offers various examples of the kinds of physical demands required, it does not list all the duties of the job and other duties may be required or assigned. Additionally, this job description is in no way a contract of employment and it does not affect the at-will nature of any employment relationship.*

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