

LOADER

QUALIFICATIONS

- Ability and desire to train others
- Ability and willingness to learn new skills and responsibilities
- Ability to follow standard operating procedures
- Ability to manage confined space entry, climb ladders and lift 60 lbs.
- Able to follow direction
- Accuracy in sampling and record keeping
- DCS/Computer Experience helpful (willingness to learn essential)
- Demonstrated ability to follow procedures as written
- Demonstrated ability to work with limited supervision
- Demonstrated trouble shooting ability
- Excellent communication skills and ability to work well with others
- Excellent housekeeping and sanitation habits
- Excellent safety awareness and attitude
- General computer skills necessary
- Good organizational skills
- Must be detail oriented
- Possess logical problem solving ability
- Self-motivated and hard working
- Some mechanical ability
- Strong work ethic
- Willing to work overtime as needed

DESCRIPTION OF DUTIES

- Under limited supervision, moves railcars and trucks into proper filling position
- Operates and adjusts valves, pumps and filler pipes to transfer product from storage tanks to railcars and trucks
- Inspects trucks and tanks to ensure that such are sufficiently sanitized to ensure safe transport of finished products
- Fills out Inspection Report after checking tanks
- Cleans and sanitizes trucks and tanks, as required, using standard cleaning materials and procedures. May enter tanks as necessary to complete cleaning
- Monitors processes carefully to ensure the efficient transfer of product to transportation vehicles
- Samples product from trucks and railcars and seals such following completion of loading to ensure correct content, volume, and weights
- Operates a rail locomotive, positioning cars in appropriate sequences to receive product
- Completes related records of product transferred, ensuring the accuracy of such records and inputs related data into a computer
- Notifies the department supervisor of the need to repair department equipment, and performs preventive maintenance duties on such equipment as required
- Cleans the department regularly, sweeping lost product from floors, and dusting the office and controls area
- Maintains an effective working relationship with fellow employees
- Performs duties in a safe manner, utilizing all approved safety equipment
- Successfully completes all safety certification requirements
- Must communicate and work well with office staff
- May perform reasonably similar or related duties as assigned

REPORTING TO THIS POSITION: None

POSITION REPORTS TO: Plant Manager

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* The employee must lift and/or move up to 50lbs. Specific vision abilities required by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Some areas have been designated areas to use hearing protection. Hard hat, safety glasses, and leather gloves are required in designated areas