

## FOX RIVER VALLEY ETHANOL, LLC JOB DESCRIPTION

**TITLE :** Grain Dryer Operator (Seasonal/Nights) **STATUS:** Non-Exempt  
**REPORTS TO:** Grains Specialist **UPDATED:** August 2016

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### **Position Summary:**

Safely operates equipment for Grain Drying and Storage operations performed at the Fox River Valley Ethanol LLC in Oshkosh, WI. Learns, understands and complies with plant safety, grain dryer, storage and production rules and regulations. Monitors, documents, and troubleshoots activities according to established procedures. Keeps others informed of problems or potential problems as indicated.

### **Primary Responsibilities:**

1. Learns, understands, and complies with all plant safety rules and regulations at all times. Holds self and others accountable for safe operations, wears required PPE, actively participates in regular safety training and testing.
2. Safely operates grain dryer plant equipment and systems for grain brought in customers according to established procedures. Monitors efficiency of processes via computerized systems and visual inspection of large equipment that can be very hot, heavy, under pressure, and at elevated heights.
3. Responsible for operating, trouble shooting the Grain Dryer and Storage equipment, overseeing truck unloading, movement of grain to storage and the ethanol plant, completing sample collection/testing and logging results.
4. Operates heavy equipment (i.e. pay-loader, skid loader) safely and accurately.
5. Assist with the Grains Department loading DDGS and WDGS if necessary.
6. Learns and understands sequence of operations, purpose and implications of control systems, and how operations of each impact other areas.
7. Follows the instructions of Grains Specialist and Plant Manager regarding dryer operations including but not limited to: quality checks, dryer speed, sampling, general operations, problem solving, and personal conduct.
8. Troubleshoots and adjusts operational problems to maximize production.
9. Performs dryer inspections minor maintenance and Housekeeping as necessary– includes walking through on each shift while looking and listening for equipment and process problems.
10. Performs quality control tests and logs accurate results according to established procedures. Makes extra checks on problem areas and adjusts as needed for optimization of plant through-put.
11. Keeps up-to-the-minute logs of activities, shutdowns, abnormal operations, troubleshooting, and problem areas; notifies Grains Specialist and/or Plant Manager of dryer problems.
12. Verbally communicates with other shifts regarding operating situations and status at the beginning and end of each shift.
13. Communicates in a timely manner with appropriate people regarding operating conditions that need attention on each shift. Follows up with supervisor as needed.
14. Reacts quickly to problem situations and to directions given by management.
15. Performs housekeeping of area according to established procedures.
16. Performs special projects and other duties as assigned by management.

**Work Relationships:**

Reports directly to Grains Specialist. Works closely with most other employees on a regular basis – includes maintenance, logistics, laboratory, electrical and instrumentation, and office. Regular interaction with customer/supplier truck drivers, contractors, and vendors.

**Performance Expectations and Competencies:**

Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness. Due to 24/7/365 operations and number of operators on each shift, must be reliable and timely in reporting to work. 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.

**Knowledge, Skills and Abilities:**

Requires at least a high school education or equivalent – ability to read and clearly speak English, follow written and verbal instructions, write legibly for logs and documentation, perform basic math operations (add, subtract, multiply, divide, fractions and decimals), use measurement devices, read gauges, distinguish color. Must be able to work both independently and as a team member, and multi-task effectively.

EXPERIENCE prior experience working with producers and transportation in grain receiving and drying. Must be able to operate heavy equipment such as pay-loader, skid loader, etc. Use of basic laboratory equipment (pH, automated sampling equipment, moisture analyzer) and basic computer skills for navigating spreadsheets and entering production data is highly desirable.

SHIFT SCHEDULE – 7:00 pm-7:00 am

**PHYSICAL AND SAFETY REQUIREMENTS:**

- Must be able to manage confined space entry, climb ladders, and steps and lift a minimum of 50 lbs
- Must be able to adapt to outside work environments which could include cold, heat, wind, rain, snow and slippery conditions.
- Individual will be exposed to high noise levels.
- Standing for extended periods of time.
- Data entry while seated for greater than 1 hour.
- Use basic hand tools (screwdrivers, hammer, pliers, electric drills, impact wrenches, shovel, broom, etc.)
- Perform basic maintenance duties proficiently (replace/repair wear parts in machinery, adjust equipment, open/close tanks and heat exchangers, etc.)
- Repetitive lifting/bending/kneeling/walking/climbing a significant part of each day, depending on plant operations for the day and seat being worked that day
- Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, respirators, fall protection, hard hats, etc.)
- Wearing of contact lenses, jewelry and loose clothing are not allowed in the plant for safety reasons

**Working Conditions:**

Work is performed both indoors and outdoors in all weather conditions – heat, cold, humidity, rain, snow, etc. Frequent exposure to noise, heights, moving equipment and mechanical parts, electricity, extremely hot and cold equipment and products, toxic and/or caustic chemicals, flammable materials, and dust, dirt/grease.

This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.