

# FOX RIVER VALLEY ETHANOL, LLC

## JOB DESCRIPTION

**TITLE:** Logistics Operator  
**REPORTS TO:** Plant Manager

**STATUS:** Non-Exempt  
**UPDATED:** January 2020

---

### **Position Summary:**

Monitors, documents, and troubleshoots product handling activities according to established procedures. Safely operates equipment for movement of all incoming and outgoing products at Fox River Valley Ethanol LLC. Learns, understands and complies with plant safety, product loading/unloading, and production rules and regulations. Keeps others informed of problems or potential problems as indicated.

### **Duties and Responsibilities:**

- 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.
- Safely operates equipment for all loading/unloading, movement and handling of products received and manufactured by the Company according to established procedures (i.e. ethanol, distiller's grain, thin silage, syrup, etc.). Loads/unloads trucks.
- Uses meters and large scales as required, documents scale tickets according to established procedures.
- Interacts regularly with truck drivers, customers, and occasionally farmers for loading/unloading activities.
- Follows established procedures for documenting logistics activities, timely informs Purchasing & Logistics Specialist or other appropriate people regarding logistics conditions that need attention on each shift. Follows up with supervisor as needed.
- Assists with corn truck unloading as needed, unloads supply trucks as requested.
- Maintains fluid levels and greasing of skid loaders and grain handling equipment and conveyors. Coordinates logistics maintenance activities and documentation with Maintenance Department.
- Performs housekeeping and cleaning of loading/unloading areas and equipment according to established procedures.
- Learns and understands basic sequence of plant operations and how each impact other areas in the Company.
- Performs logistics inspections – includes walking through loading/unloading areas each shift to detect equipment or safety problems.
- Keeps up-to-the-minute logs of activities, abnormal operations, troubleshooting, and problem areas; notifies Plant Manager of continuing operating problems.
- Reacts quickly to problem situations and to directions given by management.
- Performs special projects and other duties as assigned by management.

### **Work Relationships:**

Reports directly to Plant Manager. Works closely with other Logistics Operator(s), and Commodities on a regular basis – includes maintenance, electrical and instrumentation, and office. Regular interaction with customer/supplier truck drivers.

### **Required Skills & Abilities:**

- Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness.
- Due to 24/7/365 operations, must be reliable and timely in reporting to work.
- Think and work safely
- Accurately troubleshoot and resolve equipment 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.
- 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 and industrial scales, read gauges, distinguish color.

### **Education & Experience:**

- Requires at least a high school education or equivalent
- Experience working truck loading, grain conveyor systems, grinding equipment, skid loader, fork lift is desirable.

### **Physical Requirements:**

- Lift up to 75 lb. bags of ingredients on pallets, normally chest height, and move a few feet away, usually 3 times per shift, about 20 bags each time
- Climb open-grate metal stairs to elevations up to 80 feet
- Climb fixed and movable ladders up to 40 feet high
- 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.)
- Work in confined spaces as needed (varies from daily to infrequently) and overhead work (reaching overhead and/or working on elevated equipment, 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 mostly outdoors in all weather conditions – heat, cold, humidity, rain, snow, etc. Frequent exposure to noise, heights, moving equipment and mechanical parts, electricity, extremely hot/cold/heavy 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.