

## **Hillsdale Elevator Company**

### **Elevator Operator**

#### **Job Description**

##### **Summary/Objective**

This position works closely with the Location Manager and oversees the day-to-day operational activities of the grain elevator. This includes the coordination of the elevator operations staff in receiving, shipping, drying, storing, quality control and transporting grains.

##### **Essential Functions**

1. Must gain working knowledge of all equipment and machinery and able to instruct staff on proper usage.
2. Coordinates repair/preventative maintenance work with other employees.
3. Communicates with General Manager and Location Manager on grain movement.
4. Ensures that product quality meets or exceeds customer standards.
5. Understand and enforce OSHA standards and Hillsdale Elevator Company policies.
6. All employees have and practice proper safety regulations, HEC policies and procedures.
7. Monitors grain condition, aeration, grain movement, cleaning operations, dryer operations, task assessments and grain inventories.
8. Oversees that all buildings, vehicles, equipment and grounds are maintained and repaired.
9. Ensures that work force is available to handle daily needs of the elevators and are informed of daily duties.
10. Keep management informed on technical developments and operating improvements within the elevator.
11. Have or be willing to obtain a minimum of a class B CDL.
12. Able to drive and operate elevator equipment. Bobcat, forklift, tractor and grain vac.
13. Work in confined spaces and ability to climb up to and work at 150'.
14. Strong welding and mechanical skills.
15. Time management/Planning.

**Competencies**

1. Leadership
2. Strategic Thinking
3. Results Driven
4. Decision Making
5. Team Player

**Work Environment**

A lot of the time is spent outside or in grain elevator. Exposure to noise from farm machinery, alarms and grain trucks. Exposure to a variety of weather situations when loading and unloading trucks and constant exposure to grain dust. Frequent exposure to moving, mechanical parts in elevator and on grain trucks.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to Successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands. Must have the ability to lift to lift up to 75 lbs. and work in confined spaces and at heights of 150' plus.

**Position Type/Expected Hours of Work**

This position requires long hours and weekends during harvest season.

**Travel**

Travel between HEC locations may be required during business hours.

**Drivers License**

Minimum of a class B CDL or willing to obtain one.

**Required Education and Experience**

High School Diploma

Experience in agricultural industry

**Apply in person at:**

Hillsdale Elevator Company

116 Progress Lane

Geneseo, IL 61254

Or

Hillsdale Elevator Company

107 Butzer Street  
Hillsdale, IL 61257