

Elevator Department Superintendent/ Plant Manager

Reporting Relationship

1. Reports to: General Manager
2. Directs: Those employees assigned by the General Manager for temporary or extended duty work.

Responsibilities and Authorities

Planning

1. Recommends to General Manager expenditures for equipment that may be needed in daily operation that has not been included in the annual budget.

Organization

1. Appraises the performance of his assistants, offers evaluation of his assistants to the general manager for proper evaluation for the promotions and pay scales.
2. Provides daily work schedules for each employee assigned to them. Directs and controls all schedules which will include.

Directing and assuring each assistant to begin work promptly at the beginning of each pay period in the morning and at noon.

Directing each assistant and knowing their whereabouts and duties throughout the day.

Operations

1. You delegate and direct
 - a. Cleaning and maintenance of facilities and equipment within the grain department. This will include the tanks and all other buildings.
 - b. Maintaining storage grain within the above listed confines and knowing the locations and qualities and quantities of said grain.
 - c. Loading of and rail and truck grains for shipment as directed.
 - d. In the absence of the General Manager you must maintain an understanding of grain purchases and be able to do so except in the case where there is a merchandiser on staff.

2. Duties to be personally performed

- a. Maintaining all cash and stored quantities, relative to warehouse receipts or book inventories in good and proper condition.
- b. Resolve patron complaints involving the elevator department. Any complaints not resolved will be reported to the general manager.
- c. Assist as necessary within the grain department to accomplish work flow.
- d. Determine the grade , blend, loading of all grains for shipment and inspect all samples of grain loaded. He or She shall at all times be ultimately responsible for the quantity and quality of all grains in inventory, in transit or having been sold throughout the year.
- e. Makes arrangements for storage when needed or advantageous.
- f. Sees that all grains are kept in condition.
- g. Sees that all grains are sampled, graded, and segregated for conditioning and holding as grains are received at the elevator.
- h. Counsels with, advises and assists the general manager, He or She will at all times be expected to adhere strictly to the company policy.
- i. Grades grains, operates scale and tends counter.
- j. Sees that departmental inventories are taken monthly and that the perpetual inventory system for merchandise is maintained and in balance with the books.
- k. Conducts periodic safety surveys and housekeeping
- l. Attends all meetings required by the General Manager
- m. Performs other duties as may be required by the General Manager.
- n. Supervises, operates and instructs other employees in the operation of cleaners and related equipment.
- o. Supervises distribution of all seed treatments on seed and handling and storage of said seeds and treatments.
- p. Maintains all necessary safety records and training schedules in a proficient and organized manner.
- q. Maintains all necessary equipment maintenance records and documentation of time and frequency of maintenance.

Contact:

Todd Dravland
701-367-6048 cell
todd@rrt.net