

**Carbon Green BioEnergy, LLC  
Position Description**

<b>Position Title:</b>	<u>Material Handling</u>			<b>Signature</b>
<b>Department:</b>	<u>Shipping/Receiving</u>			<b>Date</b>
<b>Rev 2 Feb 2014</b>	<b>Supervisory</b>	<input type="checkbox"/>	<b>Non-Supervisory</b>	<input checked="" type="checkbox"/>
	<b>Exempt</b>	<input type="checkbox"/>	<b>Non-Exempt</b>	<input checked="" type="checkbox"/>
<b>Position Title of Supervisor:</b>	<u>Production Manager</u>			

**Position Summary**

Follows company policy for unloading-loading out of rail cars and trucks. Help coordinates with Operations Department and Scale operator dealing with flow of truck and rail traffic. Technician will work an 8 hour shift scheduled 5 days a week with extended hours and work schedule during corn harvest time. This position requires a great deal of flexibility and ability to adapt to change.

**Principal Duties/Responsibilities**

- I. Essential duties and responsibilities include the following and other duties maybe assigned .**
  - a. Load DDG trucks, wet cake trucks, corn oil trucks,
  - b. Load ethanol rail tank cars, corn oil rank cars, DDG rail cars.
  - c. Experience with front end loaders, rail car moves, telescopic fork lift, fork lift, and skid steer.
  - d. Help monitor current inventory of all commodities for the company, send out reports to track inventories..
  - e. Perform daily checks on rolling stock: fluids, filters, grease, etc.
  - f. Monitor and maintain moving equipment in the grains area: oil levels, grease, etc
  - g. Perform housekeeping duties in grains/co-product storage areas as well general plant grounds.
  - h. Wash and clean rolling stock.
  - i. Communicate effectively with Operations Supervisor and Grains Department.
  
- II. Other**
  - a. Assist with implementing plant improvements and expansions.
  - b. Follow plant policy procedure programs required to ensure plant safety and cleanliness.
  - c. Exhibit strong written and communication qualities.
  - d. Must be able to lift heavy objects up to and including 50 pounds.
  - e. Other duties may be assigned.

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- f. Cross train with Scale house operator, help back fill scale operator coverage for harvest hours and or other openings in schedule.
- g. All new hired staff will be required to complete an online ethanol short course that the company provides starting within one year of employment.

**III. Computer Skills**

- a. Basic computer skills with Microsoft office products.

**IV. Working environment:**

- a. While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.
- b. The employee is occasionally exposed to wet or humid conditions; must be able to climb ladders and to work in high, precarious places; and outdoor weather conditions.
- c. The employee may be occasionally exposed to high noise environments.