

# SHIFT LEAD

## QUALIFICATIONS

- General computer skills necessary
- Machinery experience helpful
- Ability to follow Standard Operating Procedures
- Excellent safety awareness and attitude
- Must be detail oriented
- Able to follow direction
- Possess logical problem solving ability
- Strong work ethic
- Excellent safety awareness and attitude
- Excellent communication skills and ability to work well with others
- Able to learn new skills and responsibilities
- Accuracy in sampling and record keeping
- Excellent housekeeping and sanitation habits
- Good organizational skills
- Some mechanical ability
- Ability and desire to train others
- Must be able to multi-task
- High School Diploma or GED
- Previous Mill experience helpful

## DESCRIPTION OF DUTIES

- Learning and operating all plant processes
- Operates DCS, monitoring the status of in-process products, and makes adjustments as required
- Completes required documentation of bi-hourly test results of in-process product Records tank level, amps, product flows, and temperatures, taking accurate notes on all processing stages
- Processes corn through hammer mills to achieve proper consistency
- Successfully completes all safety certification requirements
- Operate and maintain Control Room in an orderly manner
- Keep accurate and timely logs
- Troubleshoots malfunctioning equipment. Notifies supervisor of his findings.
- May perform light maintenance duties as needed.
- Maintains an effective working relationship with team members
- Maintains the Control Room in a neat and orderly manner at all times
- Performs duties in a safe manner, utilizing all approved safety equipment, and successfully completing all safety certification requirements
- Reviews quality control test on product streams
- Successfully completes all safety certification requirements
- Perform all duties as assigned by supervisor.

**REPORTING TO THIS POSITION:** Production Operators

**POSITION REPORTS TO:** Production Manager

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is required to walk; sit; use hands and fingers, to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must lift and/or move up to 50lbs. Specific vision abilities required by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Some areas have been designated areas to use hearing protection. Hard hat, safety glasses, and leather gloves are required in designated areas.