

**Carbon Green BioEnergy, LLC
Position Description**

Position Title:	<u>Material Handling</u>		
Department:	<u>Shipping/Receiving</u>		
	Supervisory	<input type="checkbox"/>	Non-Supervisory
	Exempt	<input type="checkbox"/>	Non-Exempt
Position Title of Supervisor:	<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.

Principal Duties/Responsibilities

I. Essential duties and responsibilities include the following and other duties maybe assigned .

- a. Load DDG trucks, wet cake trucks, ethanol trucks.
- b. Load ethanol rail tank 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.
- 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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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.