

Attachment 5- A

Kansas Grain Inspection Services, Inc. Grain Technician/Sampler

Job Title: Grain Technician/Sampler
Reports To: Service Point Manager
FLSA Status: Non-Exempt
Prepared By: ProValue, LLC
Date: February 2013

SUMMARY OF POSITION:

This position requires a dependable and punctual person to obtain grain samples.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Includes the following and other duties may be assigned)

Inspects railcars, trucks and/or other carriers to ensure they are in proper condition for loading and free from leaks, odors, infestation, etc.;

Obtains representative samples of grain utilizing procedures specified by the United States Grain Standards Act (USGSA);

Performs specialized tests such as aflatoxin and protein analysis; calibrates equipment, grinds samples, reads results and completes appropriate record keeping so that the Grain Inspectors may apply gradings;

Observes and verifies the weighing of trucks and railcars by grain company employees;

Maintains grain sampling equipment properly and ensures it is in good working order;

Completes tickets and work records accurately and legibly;

Must have through knowledge of state and federal laws, policies, rules and regulations relating to grain sampling;

Promotes company and branch location employee cohesiveness through effective communication, teamwork and shared services;

Responsible for maintaining clean facilities, and complying with all state and federal regulations pertaining to a safe workplace, housekeeping, and all activities that require regulation compliance;

Attends training and safety meetings;

Provides excellent customer service by managing difficult or emotional situations; responding promptly to customer needs, resolving questions, complaints and concerns immediately and meeting commitments;

Effectively communicates by verbal and written means with customers, employees and management;

Maintains and promotes safety awareness; follows safety policies, procedures and reporting requirements;

Presents a clean and professional appearance;

Employee is required to perform all other duties as directed by their supervisor.

OTHER POSITION REQUIREMENTS:

This position requires schedule flexibility and the ability to work long hours on a seasonal and unscheduled basis.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, demands and environments described below are representative of those an employee encounters while performing the essential functions of this job. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience. This position requires basic computer operation skills. Willing to seek out and attend additional continuing education, seminars, classes or other job related education requirements or opportunities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess or be able to obtain a USDA/FGIS license to sample grain, USDA/AMA license to sample processed grain commodities, and USDA/FGIS license to perform technician functions (moisture, test weight, dockage and foreign material). Must possess or be able to obtain USDA/FGIS licenses to grade corn, soybeans, wheat, grain sorghum and mixed grain; possession of USDA/FGIS license(s) to grade additional grain(s) may be required for certain assignments.

OTHER REQUIREMENTS:

This position may need to travel from time-to-time or less than 25% of the time.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals.

MATHEMATICAL SKILLS:

Ability to perform basic math such as adding, subtracting, multiplication and division.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be able to think quickly and perform a mental assessment of workplace hazards, take appropriate precautions, and choose appropriate PPE as dictated by need, regulation, and labeling.

PHYSICAL DEMANDS:

While performing the duties of this Job, the employee is frequently required to use hands to feel; reach with hands and arms; talk or hear; taste or smell; stand; walk; sit and climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and /or move up to 50 pounds and occasionally lift and/or move over 100 pounds. The employee may frequently need to climb ladders (may range from 20' to 50') and stairs. This may include structural ladders as well as climbing on to rail cars. This position may also ride in man lifts.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate; must not startle easily as rail cars can occasionally produce loud noises. Employees may be exposed to heights between 20' to 50' regularly. This position is regularly exposed to grain dust including wheat, corn, milo and soybeans. Employees must understand and implement all related safety policies, procedures and programs for prevention and protection while performing job duties in various work environments.

DISCLAIMER:

This Job Description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can perform the job described as stated above and am able to work in these conditions.

Printed Name (first and last)

Signature

Date