

# JOB DESCRIPTION

## Yard Leadperson

### Summary

This position performs and assists in organizing and coordinating maintenance on yard equipment, and assists in managing safe and efficient yard and sugar shipping operations

### Principal Working Relationships

- Supervisor Campaign: Yard Supervisor
- Others at MD: Management, Accounting, Lab, and Yard Personnel
- Others: Parts and maintenance vendors, subsidiaries

### Essential Job Duties

- The Yard Leadperson performs, and assists the Yard Supervisor in managing, maintenance on yard equipment, including, but not limited to, forklifts, the locomotive, the trackmobile, bobcats, front-end loaders, the jockey truck, dump trucks, mowers, snow removal equipment, portable pumps, et al.
- The Yard Leadperson assists the Yard Supervisor in managing yard operations, and at times when the Yard Supervisor is not available, or the Yard Supervisor has directed the Yard Leadperson to do so, manages yard operation, and so must thoroughly understand the following yard activities:
  - Railroad Operations (including railcar inspection, weighing, moving, switching, ordering, releasing, loading, unloading, and switch engine and trackmobile operation, et al.)
  - Trucking Operations (including truck inspection, weighing, loading, unloading, and driving, et al.)
  - Material Receiving, Handling, Storage, and Shipping (including molasses, pellets, pulp, coal, coke, limerock, filter aid, soda ash, gypsum, quicklime, et al.)
  - Maintenance, cleaning, and appearance operations (including mowing, herbicide application, storage and disposal locations, snow removal, et al.)
- The Yard Leadperson must also be familiar with sugar shipping operations and be able to coordinate these activities when the Yard Supervisor is not available or has directed the Yard Leadperson to do so
- The Yard Leadperson must assist in the training of Yard Personnel
- Assure that all areas are kept clean within the food safety and sanitation guidelines
- Complete reports as required. (Must be able to certify understanding of environmental requirements.)
- Develop the process, mechanical, and yard knowledge and skills of self and others through training
- Use people, time, equipment, and material in the most efficient manner
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to supervisor
- Other duties as required by the business.
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

### Qualifications

- High school education or equivalent
- Demonstrated leadership and judgment qualities required
- Mechanic and yard training and experience
- Should be motivated, willing, enthusiastic, and promotable
- Good attendance, safety, disciplinary, and overall employment records
- Ability to direct, communicate with, and work cohesively with others
- Maintenance skills greater than or equal to Mechanic I
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

### Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight hour shift if necessary
- Able to bend and lift – 20 to 100 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions
- Able to work on rotating shifts up to six days per week. A normal shift will consist of eight hours with a scheduled sixth day every four weeks

### Acknowledgement

I have reviewed this job description and am able to perform all duties required.

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Print Name	Signature	Date
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An Equal Opportunity Employer      This job description does not imply a contract of employment.

We reserve the right to modify this document at any time and for any reason as needed by Minn-Dak Farmers Cooperative.