



Illinois River Energy, LLC
Rochelle, Illinois 61068

Job Description

Job Title:	Shipping/Receiving Supervisor
Location:	Rochelle, Illinois Plant
Reports to:	Commercial Logistics Supervisor Dotted Line reporting to IRE Plant Manager

Level/Grade:	Type of Position:	Status:
To be determined	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Co-op/Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

General Description:	<p>The Shipping/Receiving Supervisor is responsible for leading a team of Shipping/Receiving Operators in performing the manual tasks and operating the equipment associated with the safe, reliable, efficient, & high throughput receipt of feed stocks into & shipment of products out of the IRE dry-mill ethanol refinery. The Shipping/Receiving Supervisor is a working team lead with a mix of individual contributor and supervisory duties. A successful candidate for this position must possess the skills & competencies of a Shipping/Receiving Operator, as well as the leadership & management skills necessary to lead a small, cohesive team. Administratively, the Shipping/Receiving Supervisor reports to the Operations Manager.</p>
Work Schedule:	<p>The Shipping/Receiving Supervisor position will be a Monday - Friday position with minimum of 40 hours expected. Currently, there is one shift working during normal daytime working hours, however, plant expansion plans call for a second 8 hour/day shift to be added on evenings. The Shipping/Receiving Supervisor will also be expected to occasionally work additional overtime hours on some weekends and holidays as the need arises.</p>
Essential Duties:	<ul style="list-style-type: none"> • Direct & supervise a team of Shipping/Receiving Operators on shift. • Manage rail yard and container yard for efficient storage and handling of rail cars and containers • Ensure that proper shipment paperwork is provided to administrative staff and third party logistics service providers (e.g., the railroads). • Ensure that rail cars are properly inspected • As team leader and individual contributor, operate equipment for loading and unloading distillers' grains, corn, ethanol, and minor byproducts. Specifically, this includes operating a front- end loader, a yard semi-trailer tractor, a rail car mover, and a remote controlled conveyor • In collaboration with other Operations management personnel, maintenance personnel, and the Environment, Health, & Safety Director, maintain and update standard operating procedures to accurately reflect the safe, reliable, efficient, and high throughput shipping/receiving operations of IRE

	<ul style="list-style-type: none"> • Patrol & observe work areas to ensure that processes outwardly appear to be operating normally in a safe and compliant manner • Regulate or shut down equipment during emergency situations, as directed by supervisory personnel • Participate in plant maintenance program by performing routine preventative maintenance tasks as directed, by reporting faulty equipment and interfacing with plant maintenance personnel to facilitate repair or replacement, and by participating in troubleshooting & process improvement activities in conjunction with plant maintenance staff. • Play an active role in the plant housekeeping program • Actively participate in safety, health, and environmental programs and promote a safety culture in the organization • Other duties may be added as necessary
Work Environment:	<ul style="list-style-type: none"> • Exposure, within OSHA limits, to dusty environments • Work in close proximity to moving trucks and rail cars • Work in all weather condition: heat, cold, rain, snow • Work at ambient to elevated temperatures • Work near moving mechanical parts • Exposure, within OSHA limits, to high noise environments
Physical Requirements:	<ul style="list-style-type: none"> • Must be able to regularly lift up to 50# • Must be able to properly utilize required personal protective equipment • Must be able to climb ladders & stairs to work at heights of up to 150 feet
Work Experience:	<ul style="list-style-type: none"> • Minimum of three years work experience in a structured team environment required • Minimum of one year of work experience in a process industry required • Some experience in a grain handling, earth moving, or rail services industries strongly preferred • Previous team leadership experience preferred
Education:	<ul style="list-style-type: none"> • Minimum high school diploma or GED required • Some college-level and/or trade school training preferred • Some specialized training in truck, rail, or container logistics operations preferred
Computer Skills:	<ul style="list-style-type: none"> • Must be capable of learning to effectively work with the computerized plant shipment/receipt accounting system. • Proficiency with Microsoft Office products is a plus (WORD, EXCEL, OUTLOOK)

Prepared by:	General Manager/Chief Operating Officer
Reviewed by:	Human Resources Advisor
Approved by:	Human Resources
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