



*Michigan Agricultural Commodities, Inc.*

445 N Canal Road  
Lansing MI 48917  
(517) 627-0200 / (800) 878-8900  
[www.michag.com](http://www.michag.com)

1050 Ogden St.  
Jasper, MI 49248  
(517)-436-3126

## **Job Description: Grain Operations, Maintenance**

### **Position Summary**

Michigan Agricultural Commodities is seeking a full-time hourly Grain Operations, Maintenance employee for the Jasper location. Jasper is located in one of the most productive agricultural counties in Michigan. MAC is a progressive leader in the grain industry, continually investing in our facilities and employees to expand our footprint across Michigan. The ideal individual for this role will have experience in welding and fabrication, with an interest in agricultural application and working outside, demonstrating a desire to utilize skills to positively impact the company and customers.

**Scope of Responsibilities:** Must work in coordination with peers and supervisors to successfully complete daily facility operations. Provide efficient, friendly service to customers. Daily operations include (but are not limited to) housekeeping activities, shipping and receiving of product, equipment operation, and a focus on maintenance.

### **Job Requirements:**

- **Safety:** It is the policy of MAC to provide a safe and healthy workplace. The ability to perform all tasks in a safe manner and in accordance with company policy is essential. All company policies and procedures to be followed. It is essential to perform tasks in accordance to MAC safety procedures and ensure MIOSHA guidelines are followed.
- **Physical Requirements:** Good physical condition, mobility, strength (the ability to lift more than 50 lbs.) and the ability to climb and work at heights are necessary to perform the basic tasks of this position. Good vision and hearing are essential to personal safety and the safety of co-workers.
- **Maintenance:**
  - Coordinates with Plant Superintendent to successfully complete daily facility maintenance, including welding and fabrication
  - Understand how grain handling equipment works and its necessary components to be able to understand when maintenance is needed
  - Assist in replacing worn buckets and belts. Lubricate equipment.
  - Assist in maintaining vehicles. Change oil, spark plugs, performs tune-ups and other minor vehicle maintenance activities.
  - Log all maintenance work in company database
- **Shipping and Receiving:**
  - *Truck Unloading:* Operate conveyor controls as directed, select proper bin or dryer destination. Monitor pit during unloading to guard against product spills. Check grain quality during unloading to ensure consistent quality of load and proper destination for grain within the elevator, report and problems to supervisor. Operate truck hoist and cradle for unloading of straight trucks.
  - *Grain Shipments:* Assist in the loading of rail cars. Inspect cars for cleanliness and damage. Operate controls to deliver product from bins to rail cars. Monitor loading of cars, check grain quality, and guard against product spills or overloads. May use rail mover or locomotive to position rail cars for loading. Occasionally required to assist in unloading cars (dependent on meeting grade specifications). Assist in loading of trucks as assigned. Monitor loading, check grain quality
- **Equipment Operation:**
  - Operate equipment to move grain among bins and dryers. Use control panels, assist in manual set-up and positioning of gates (requires climbing). Occasionally drive trucks for internal grain transfers.
  - Participate in bin measurements and other inventory count procedures.
  - Maintain daily vehicle logs by filling out prior to moving from sheds.

- **Housekeeping:**
  - *Grain Dust Control:* Shovel remnants at bottom of bins. Sweep bins, inside and outside. Sweep floors and outdoor concrete to maintain minimal dust levels. Remove dust from control panels as necessary.
  - *Product Spill Control:* Use shovel to return spilled product to inventory immediately after spill or remove to safe area. May require the use of Front-End Loader. Sweep concrete pads, remove spilled product completely.
  - *Facility Appearance:* Use equipment to enhance and improve premises. May mow lawn, grade drives, sweep scale, paint, weed whip, etc.
- **Other tasks as assigned**

#### **Desired Skills/Competencies**

- Strong preference for experience in welding/maintenance
- Physical strength and endurance
- Ability to use necessary tools and machines
- Comfort working in high-stress environment with extreme weather fluctuations
- Minimum high school degree required
- Required: Must be able to pass a comprehensive background check and substance screening.

\*This job description should not be construed as an employee contract. Management retains the right to employ-at will.

\*Michigan Agricultural Commodities is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or other group status protected by Federal, State, or local laws.