

Job Description

Position Title:	Loader/Unloader
Relationships:	
Reports To	Shift Lead/Control Room Operator
Subordinate staff	
Other internal contacts	Plant Manager Assistant Plant Manager Maintenance Manager Maintenance Technicians
Work Environment:	<ul style="list-style-type: none"> Works within the Production facility
Summary of Responsibilities:	<ul style="list-style-type: none"> The Loader safely loads and unloads material into and out of railcars or tank trucks
Responsibilities:	<ul style="list-style-type: none"> Reads and understands how to use Excel Spread sheet on Dropbox to determine where railcars that are arriving on the rail switch should be placed for loading/unloading and what products are in them Inspects railcars that arrive and leave the facility and records all pertinent information in the designated binder Updates the computer spreadsheets that are designed for tracking railcars and updates product inventory daily Uses a forklift to move the Mobile Loadout Trailer into position to transfer material into car to be loaded. Transports hoses and fittings to loading area and hooks up railcar to pump, pipeline etc. Wears all protective clothing and equipment, including respirator and fresh air equipment that may be required to transfer the product in a manner that ensures maximum personal safety Visually inspects interior of car prior to loading and fills out appropriate paperwork Gets gallon amount to be loaded and measurements for car based on weight and gallon capacity of car. Verify that material will fit by reading max gallon capacity on railcar (loader knows how to read a strapping chart) Verifies that the product that will be loaded is in spec via a COA and lines out from designated tank through Mobile Loadout trailer to car Starts pumps for loading and verifies that there is product flowing into car and that there are no leaks in hoses, pipes etc. Loader oversees the transfer throughout the loading process to avoid overflows leaks etc.

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	<ul style="list-style-type: none"> • Label samples with the date, car number and tank number • Loads car to correct gallons, prints BOL and then measures innage and outage and records information • Empties hoses, removes all fittings and stores them in proper area. Also, closes all valves on pipeline to and from tanks • Close car hatches, all valves and caps by placing them on the designated seals and records seal numbers in Railcar Binder • Gives the BOL, Inspection Sheet and COA to the necessary personnel and sends any necessary information via email to the parties involved • Updates Railroad Excel spreadsheet with information on empty or full cars to be pulled and desired positions for new cars coming in and verbally communicate this information with the necessary parties prior to and after the switch • Prepares for the rail switch by making sure all cars are disconnected and sealed and reposition any cars that need to be moved off stops. • Open gates and unlocks derail and takes down flag • Assure railroad operators have a copy of the emailed list and cars are placed in positions where they can be loaded or unloaded per product • Update Excel Spreadsheet on Dropbox and prints a copy for the control room and emails the necessary parties. Loader then updates all product inventory spreadsheets. At this time, all new cars are inspected and the Rail Binder is updated • Visually inspect interior of trailers upon arrival at plant prior to loading to make sure there is not excessive material from previous load that would compromise product • Confirm drivers have a scale ticket for empty weight • Determines what product to load and what tank to load from • Makes sure product to be loaded is in spec, via a COA from lab • Determines the measurements to load trailer to • Hooks up hoses to truck and opens valves, internals etc. on truck. Opens valves on designated tank • Starts pump and verifies that product is flowing into truck • Determine there are no leaks in hoses or piping • Loader oversees transfer to avoid overflows leaks etc. • Clears all lines, shuts all valves and disconnects all hoses and caps after trailer is loaded to correct level. All hoses and fittings are stowed away in proper positions • Gathers BOLs COAs Inspection Sheets and any necessary paperwork and delivers them to the driver and the parties involved after truck goes to scale for a full weight and returns with full weight tickets • Other duties may be assigned

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Job Specific Knowledge & Skills Required:	<ul style="list-style-type: none"> • Must be able to work outside in environmental conditions which at times include extreme heat or extreme cold • Must have a high school diploma or equivalency • Must have reasonable computer skills
Management Skills Required:	
Special Skills:	<ul style="list-style-type: none"> • Ability to read, comprehend and communicate in English • Ability to perform a variety of production related duties as required by the Shift Lead/Control Room Operator
Skills required for Equipment used:	<ul style="list-style-type: none"> • Must have the ability to climb ladders, stairs, scaffolding ramps and the like • Must have the ability to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, grasp, talk, hear and have good vision • Must be able to use common tools such as pipe wrenches etc.

Key Performance Metrics:	<ul style="list-style-type: none"> • Must be able to successfully complete DOT training and test with 80% proficiency for railcar safety and compliance requirements • Must be able to pass procedure tests for assigned operations (SOPs) with a minimum 80% proficiency • Knowledge base of production functions • Ability to respond to production activities with a positive attitude • Ability to follow instructions and perform at expected levels • Other measurements as may be set and agreed on by the Shift Lead/Control Room Operator
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Acknowledgement

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Global Alternative Fuels has the right to change this job description at any time. ***I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures. Further, I understand the Loader/Unloader position is classified as a Non-Exempt (hourly) position.***

(Please Print and Sign Name.)

Print Name

Signature

Date