Ag Services, L.L.C.
Job Description

JOB TITLE: Safety and Compliance Director
DEPARTMENT: Risk Management
REPORTS TO: Director of Risk Management Services
FLSA STATUS: Exempt
PREPARED BY: Director of Risk Management
PREPARED DATE: April 2017

SUMMARY
This position is responsible for serving as a safety director for an assigned customer group as determined by management. The individual applying must be a highly self-motivated person with effective reasoning ability and the ability to effectively multi-task. This position is responsible for developing, implementing, training, and evaluating safety programs for the customer. This includes: safety policies and procedures, provide training, documenting company compliance activities, file required government mandated reports, inspect facilities for safety compliance deficiencies, and communicate pertinent information with front line employees, supervisors, department heads, general managers, and boards of directors.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

- Willingness to continue education.
- Have the ability to communicate effectively with employees, managers, and senior management. This includes both verbal and written communication.
- Must be highly organized
- Ability to prioritize items in terms of urgency and importance
- Be able and willing to use a computer & tablet effectively. This includes but is not limited to the following programs:
    - Microsoft Outlook
    - Microsoft Office
    - Web Browsers
    - Various apps for iPad
- Be able and willing to use other technology tools as they come available such as iPads, scanners, cameras, and portable printers
- Have the ability to speak in front of groups comfortably and effectively
- Have the mechanical aptitude to understand and recommend improvements on each facility. This includes vehicles, ammonia plants, feed lots and feed mills, grain facilities, fuel storage, agronomy facilities, etc.
- Develop, implement, and train employees on emergency action plans.
- Develop, implement, and train employees on lockout/tag-out procedures.
- Develop, implement, and train employees on bin entry and confined space entry procedures.
- Develop housekeeping, maintenance, and other safety programs as required by the Grain Handling Standards.
- Develop, implement, and train employees on forklift, skid-steer and other specialized equipment procedures.
- Develop, implement, and train employees on the Hazard Communication Program including Global Harmonization

- Develop, implement, and train employees on Worker Protection Standard (WPS) & PPE requirements.
- Develop and implement a safety program for commercial motor vehicles.
- Report Tier II and other government reports as needed.
- Report OSHA 300 as required.
- Investigate accidents and recommend corrective action.
- Inspect facilities on a regular basis.
- Hold regular safety meetings for each contracted organization.
- Conduct an annual audit of the safety and compliance programs for the customer base
- Develop and assist with specialized safety programs such as fuel and propane delivery
- Develop and assist with anhydrous ammonia safety programs including Risk Management Plans.
- Oversee hazardous waste disposal and compliance.
- Complete all required paperwork and weekly reports on time.
- Have the aptitude to be able to stay apprised of different national regulatory issues including DOT, OSHA, EPA, DHS, FDA, etc.
- Have the aptitude to be able to stay apprised of different state regulatory issues including KCC, KDOL, KDA, KDHE, etc.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 equivalent.
A bachelor's degree is preferred.
Applicants with an agricultural background are highly preferred.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual in Spanish is highly preferred, though not required.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, distance, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS
To perform this job successfully, an individual should be able to quickly and effectively navigate programs such as Microsoft Office, Microsoft Outlook, and Internet Explorer. The individual should also be able to learn and navigate quickly other computer programs that may arise in the course of employment.

CERTIFICATES, LICENSES, AND REGISTRATIONS
- Ability to obtain a professional designation such as OHST, CHMM, etc.
- Hold a valid driver's license for the state in which they reside.
- Must be able to be fully insured by the law in the state in which they reside.

OTHER SKILLS & ABILITIES
Must not be claustrophobic. Must be comfortable with heights.

OTHER QUALIFICATIONS
Must be able to travel 100% of the time. As much as 50% of that travel could be overnight.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; extreme cold; extreme heat; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate.

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.

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Signature Date