



Scale Master

Location: Heron Lake BioEnergy, LLC

FLSA Status: Non-Exempt

Work Status: Full-time; 7:15 a.m.–4:30 p.m., with evenings, weekends, and overtime as required

Starting Wage: \$23/hr

Position Summary

Heron Lake BioEnergy, LLC is seeking a dependable, detail-oriented **Scale Master** to support daily grain receiving and product shipment operations. This position is responsible for operating the grain scale, grading inbound corn, maintaining accurate records, and using company computer systems to track inbound and outbound products.

The ideal candidate is organized, customer-focused, and committed to accuracy, teamwork, safety, and maintaining an efficient scale operation.

Essential Duties & Responsibilities

- Operate the grain scale and provide professional customer service to producers, grain haulers, vendors, and other visitors.
- Accurately weigh, sample, and grade inbound grain and record results.
- Operate computer systems and become proficient with Heron Lake BioEnergy applications and software.
- Prepare accurate daily truck totals for monthly production reporting.
- Maintain timely and accurate records and spreadsheets, including:
 - Corn moisture and test weight for incoming trucks
 - Corn oil and syrup trucks
 - DDG and Modified trucks
 - Daily incoming truck activity

- Lime sludge
 - Daily silo levels
 - Sweeping and adverse weather logs
- Prepare required inspection sheets, checklists, analysis sheets, and product analysis cards.
- Maintain a clean, safe, and organized work area inside and outside the scale house.
- Respond to call-in requirements and work extended hours as operational needs require.
- Follow all company safety, health, and environmental policies and procedures.
- Immediately communicate safety concerns, operational issues, or other conditions requiring attention.
- Maintain confidentiality and conduct business in an honest and ethical manner.
- Maintain dependable attendance and report to work as scheduled.
- Complete assigned work accurately, thoroughly, and on time.
- Communicate and work collaboratively with other departments to support plant operations.
- Provide prompt, professional service and assistance to customers and coworkers.
- Identify and support opportunities to improve efficiency and reduce operating costs.
- Demonstrate company values, including integrity, openness, trust, teamwork, commitment, and entrepreneurship.
- Represent Heron Lake BioEnergy, LLC professionally within the community.
- Assist with additional duties and special projects as assigned.

Education & Experience

- High school diploma or equivalent required.
- Previous grain handling or grain industry experience is beneficial.
- Currently hold or be able to obtain your grain grading certification/license
- Working knowledge of Microsoft Word, Excel, and Outlook.
- Ability and willingness to learn new software applications.
- Strong organizational and multitasking skills.
- Effective written and verbal communication skills.

- Ability to work independently and as part of a team.
- Strong judgment, attention to detail, and commitment to producing accurate work.

Knowledge & Skills

- Ability to communicate clearly and professionally with customers, coworkers, and other stakeholders.
- Ability to understand and follow written and verbal instructions.
- Ability to gather and communicate information accurately and efficiently.
- Sound judgment and problem-solving skills.
- Ability to assess situations, anticipate needs, and evaluate alternatives.
- Ability to maintain positive and cooperative working relationships.
- Ability to accept constructive feedback and work effectively with a variety of people.
- Strong commitment to quality, productivity, safety, and customer service.

Physical Requirements & Work Environment

- Ability to occasionally lift up to 60 pounds.
- Ability to climb multiple flights of stairs and ladders.
- Ability to bend, twist, turn, push, pull, and perform other physical activities required by the position.
- Ability to perform computer and data-entry work while seated for extended periods.
- Ability to stand for extended periods.
- Ability to perform housekeeping duties using brooms, shovels, and similar equipment.
- Ability to wear required personal protective equipment (PPE).
- Ability to work in both office and plant environments.
- Ability to work around moving mechanical equipment, grain dust, chemicals, elevated noise levels, and varying indoor and outdoor temperatures and weather conditions.
- Flexibility to work evenings, weekends, overtime, extended hours, or respond to call-ins as operational needs require.

Benefits

- Competitive Compensation
- Medical, Dental & Vision Insurance
- 401(k) with Company Match
- Paid Time Off (PTO)
- Life & Disability Insurance
- Career Development Opportunities
- And More!

Heron Lake BioEnergy, LLC is an Equal Opportunity Employer (EOE).

Heron Lake BioEnergy, LLC reserves the right to modify or revise this job description at any time to meet the needs of the business.