



Now Hiring

Safety Assistant/Technical Writer

Summary

This position reports to the Safety Coordinator and supports the Learning and Development department to ensure all Minn-Dak Farmers Cooperative operational procedures are in place, updated, and disseminated to all appropriate audiences in a timely basis along with inspection and maintenance of safety-related equipment and assists in other safety-related tasks.

Essential Job Duties

- Perform inspections on all related fire and safety equipment as required by the regulating establishments
- Perform inspections and maintenance on fire extinguishers
- Perform inspections and maintenance of self-contained breathing apparatus and backup tanks
- Perform necessary inspections and maintenance on air monitors as required by supervisor
- Perform inspections and maintenance of eyewash and shower stations
- Attend all Safety Committee meetings and assist the chairperson in the preparation of the meeting agenda as needed
- Prepare/complete required reports and maintain files of the same as required
- Recognize safety hazards in the workplace and act to correct hazards that are present
- Maintain employee confidentiality
- Training others in the facility and in the onboarding process
- Must use software to create and update written procedures
- Interfacing with operators, maintenance, and safety personnel to gather information about their equipment
- Identify lockout points using power distribution panel drawings and legend. Identify lockout points using the P&IDs
- Educate and provide technical advice, coaching, guidance and mentoring to employees on safe operating procedures
- Develop job-specific training material, including startup/shutdown procedures, troubleshooting, and safe maintenance
- Work together with all departments to provide accurate standard operating procedures
- Always promote safety
- Gather and research information for use in technical documentation
- Other duties as required by the business
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- BA or BS degree with a least 5 years of experience in an industrial setting. Safety background preferred, OSHA trained (OSHA 30), and experience with safety at state and federal level.
 - May be actively pursuing the degree
- Knowledge and familiarity of machinery in an industrial setting
- Able to maintain stamina in a fast pace and large facility. (Example: walking most of the day in a manufacturing plant and able to lift, bend, climb stairs, etc.)
- Mechanical and electrical industrial systems and knowledge / aptitude. Those with maintenance, equipment installation or troubleshooting or repair backgrounds with good technical understanding preferred
- Proficient in Microsoft Office and able learn other software in a rapid manner
- Detail oriented with strong analytical and problem-solving skills
- Organized with excellent time management skills
- Excellent communication skills, written and oral, and ability to communicate effectively with employees at all levels

Competencies and skill set required to do the job well

- Expertise in the focused area
- Detail oriented
- Communication
- Teamwork
- Problem solving
- Organization
- Initiative
- Able to learn Company's computer maintenance system
- Able to direct activities of outside contractors, helpers, and other workers as assigned



- Able to reference, read, and understand how to use SDS information
- Present information in an accurate and professional manner to audiences of all sizes

Physical Demands and Expectations

- Exposure to heat, cold, humid, and wet conditions
- Occasionally works near moving mechanical parts
- Able to lift and transport up to 50 pounds with assistance
- Exposure to noise levels above 85 db
- Personal Protective Equipment, including respirators, must be worn when required
- Must be able to access all levels and areas of the factory to complete required safety inspections and maintenance

Minn-Dak Farmers Cooperative

Attn: Susie • 7525 Red River Road • Wahpeton, ND 58075

Email: jobs@mdf.coop or sbitner@mdf.coop

Phone: 701.671.7777

www.mdf.coop/careers

APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.

How Did You Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend _____
<input type="checkbox"/> Employee Referral	<input type="checkbox"/> Other _____

FOR OFFICE USE ONLY
Form 8850 filled out:
 Yes No

Follow up needed:
 Yes No

Date: _____

Position Applied For: _____

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____
Number Street City ST Zip

Telephone Number: _____

Email Address: _____

Best time to contact you at home is: _____ AM PM

If you are over 18 years of age, are you authorized to work in the United States? Yes No

Have you ever filed an application with us before? Yes No

If yes, when? _____

Have you ever been employed with us before? Yes No

If yes, when and who was your supervisor? _____

Can you travel if a job requires it? Yes No

Date available to start work: _____

What is your desired salary? _____

Are you available to work: Rotating shifts Full Time Campaign (appx Sept-May) Harvest (appx Sept-Oct)

Have you ever been convicted of a felony? Yes No

(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

Print Name

Signature

Date

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

Signature of Applicant

Date

Please help us understand you better by answering these questions.

It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years? Yes No

Have you ever received a disciplinary action for attendance or other issue?

Attendance Yes No

Other Issue Yes No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player? Yes No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?