



Traffic Control/Guard JOB DESCRIPTION

Basic Function:

This position is responsible for tracking and directing traffic for all inbound and outbound vehicles entering Western Milling's Goshen site.

Essential duties and responsibilities include, but are not limited to:

- Collect information from driver paperwork after weighmasters have cleared the driver to haul product from the facility or when delivering product to facility.
- Keep accurate records of traffic activity.
- Direct drivers to proper locations for pick up and deliveries.
- Regulate vehicle and pedestrian traffic at scalehouse to maintain an orderly flow.
- Monitor contractor entrance to and departure from facility.
- Prevent losses and damage by reporting irregularities, informing visitors of policy and procedures; restraining trespassers.
- Maintain visibility to ensure/deter unacceptable activities.
- Monitor fueling station activities.
- Perform other duties as requested.

Qualifications and Competencies:

The requirements listed below are representative of the knowledge, skill or ability necessary to perform this job successfully:

- **Education/Experience:**
 - o A high school diploma or equivalent is required.
- **Skills:**
 - o Working knowledge of transportation industry
 - o Self-motivated and able to work with minimal supervision
 - o Excellent English language communication skills (oral and written) required
 - o Bilingual (English/Spanish) preferred
 - o Must be able to work in a fast paced, dynamic environment
 - o Must be able to deal with uncertainty and have good judgment and objectivity
 - o Must be dependable and proactive
 - o Must demonstrate tact and the ability to effectively manage emotions in tense situations or when under pressure
 - o Must demonstrate the utmost integrity and trustworthiness
 - o Must demonstrate professionalism in speech, actions and attire as a representative of the company.
- **Physical Requirements:**
 - o Must be able to lift and/or move 20 lbs on a regular basis
 - o Must be able to withstand outside working conditions
 - o Must be able to stand for extended periods of time



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Environment:

- While performing the duties of this job, the employee will be regularly exposed to work near moving mechanical parts.
- The employee will be regularly exposed to very dusty and noisy conditions
- The employee will be exposed to outdoor weather conditions
- The employee may be exposed to chemicals used in the process

Note: Valid Driver's License required for insurance purposes. Plant Management retains the discretion to add to or change the duties of this position at any time.

Department/Division:	OHK
Reports to:	OHK Office Manager
Experience Level:	Experienced (1+ years)
Location:	Goshen, CA
Employment Type:	Full-Time
FLSA Status:	Non-Exempt