



Now Hiring

Environmental Manager

Summary

This position is responsible for developing and maintaining environmental programs including air, storm water, wastewater, solid wastes, and hazardous wastes.

Essential Job Duties

- Ensure Environmental Compliance Programs are operating:
 - ▶ Carry out all required inspections in a timely manner
 - ▶ Be sure all aspects of the compliance programs are thoroughly documented including inspections, testing (methods and results), training, communications with regulatory authorities, etc.
 - ▶ Work with regulatory authorities, technical services personnel and contract testing labs to ensure appropriate environmental testing is carried out in a timely manner. This includes ensuring sampling, sample-handling, and testing procedures meet required EPA protocol as well as economic factors
 - ▶ Ensure that all deadlines are met regarding the compliance programs
 - ▶ Work with the Human Resources Department, Agriculture Department, and process management to train workers in their environmental responsibilities under Minn-Dak's compliance programs
 - ▶ Determine what supplies are necessary in the various locations to be in compliant. Include inventory in routine inspections
 - ▶ Make sure reports regarding environmental compliance activities are completed in a timely manner. This is regarding both internal reports and those going to regulatory agencies
- Conduct annual audits of Minn-Dak's environmental programs, evaluate compliance, spot deficiencies
- Assist in designing environmental compliance programs that ensure economical compliance by Minn-Dak
- Keep abreast of new laws and regulations, bringing them to the attention of company officials. Help assess their applicability on operations at Minn-Dak
- Aid in the operation/evaluation of the wastewater system including weekend duties
- Aid in analysis of process and waste streams especially in working with analytical instrumentation used extensively in environmental monitoring
- Complete administrative tasks, duties, and reports as required in a timely manner
- 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

- College degree in biology, chemistry, or environmental science and preferably five years of experience in working with industrial environmental affairs
- An understanding of the operational aspects of a sugarbeet factory and associated environmental concerns
- Excellent written and oral communication skills
- Proven ability to work with regulatory agencies that are involved with environmental affairs
- Experience with environmental monitoring, including sampling, sample custody, and analysis
- Ability to work effectively and independently
- Valid driver's license
- Organized with excellent time management skills
- Ability to communicate effectively and work cohesively with employees at all levels
- Detail oriented, organized, takes initiative, and has excellent problem-solving skills
- Should be motivated, willing, enthusiastic, and promotable
- Good attendance, safety, disciplinary and overall employment records
- Demonstrated leadership and judgment

Physical Demands and Expectations

- Lift up to 50 pounds
- Bend
- Walk
- Climb stairs

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?

- | | |
|--|---|
| ☐ Advertisement | ☐ Relative _____ |
| ☐ Employment Agency | ☐ Friend _____ |
| ☐ Employee Referral | ☐ 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.

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?