

# **Cooperative Farmers Elevator**

## **Position Description & Accountability**

**DATE:** January 26, 2019

**JOB TITLE:** Custom Applicator/General Laborer

**REPORTS TO:** Location Manager

**DEPARTMENT:** Agronomy

**LOCATION:** Doon, IA

**CLASSIFICATION:** Full time

### **Position Objective**

To apply agricultural chemicals, fertilizers, and/or anhydrous to fields and perform all aspects of grain handling, maintenance and deliver bagged feed to customers in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

### **Custom Applicator/General Laborer**

- Operate row crop sprayer, dry and liquid floatation equipment
- Perform maintenance and repairs to equipment
- Understand variable rate controllers and GPS equipment
- Properly check quantity of raw materials used and in storage
- Apply accurate application to fields with or without special instructions
- Work around and/or handles hazardous materials
- Ability to dump grain
- Assist with loading/deliver agronomy products
- Assist with dispatching fertilizer and sprayers
- Complete and maintain driving and delivery records

### **Inform supervisor of outstanding conditions**

- Inform your supervisor of potential problems or potential new business opportunities directly or indirectly related to your department

### **Reporting**

#### **Submit daily trip reports**

- Submit trip report to supervisor monthly
- Fill out trip report completely and accurately
- Inform your supervisor of discrepancies in your reports as soon as you are aware of them

### **Safety and Compliance**

Safety and maintenance involves delivering orders safely, following regulations, and safely operating and maintaining the delivery vehicle.

#### **Uphold cooperative policies**

- Follow and comply with all laws and regulations established by the program (FDA)
- Uphold all cooperative policies
- Employee Right to Know meetings, etc. held as required or scheduled in conjunction with Safety Director

#### **Operate delivery vehicle safely**

- Check lights and safety equipment daily
- Obey all traffic laws, including:

- - driving within posted speed limits
- - stopping and looking for traffic at all stop signs
- Drive defensively
- Report any unsafe equipment or working conditions to your supervisor
- Allow no riders who have not been approved by your supervisor

**Maintain the delivery vehicle**

- Complete pre and post-trip inspection reports completely and accurately daily
- Submit pre and post-trip inspections reports to supervisor weekly
- Wash vehicle as weather and operating conditions require to maintain a clean vehicle
- Follow the regular vehicle maintenance schedule provided by your supervisor
- Report any needed repairs or special maintenance to your supervisor immediately

**Other Duties**

The truck driver will uphold cooperative policies; perform other duties as assigned by management.

**Uphold cooperative policies**

- Uphold all cooperative policies
- Attend all employee safety meetings, etc. held as required or scheduled in conjunction with Safety Director or location

**Perform other duties as assigned by management**

- Favorable feedback is received from all department managers when assigned to perform or assist with other duties and responsibilities in those departments
- Attitude consistently mirrors the company image and promotes fellow employee teamwork
- Present a professional image through words, actions and personal appearance

**Basic Qualifications:**

- High School Diploma, GED or equivalent combination of education and experience
- Class A CDL license with Hazmat endorsement (or must be able to obtain within 60 days)
- Commercial Applicators license with 1A, 1B, and 1C endorsements (or must be able to obtain within 30 days)
- Ability to work long seasonal hours
- Ability to climb heights
- Detailed oriented to provide accurate and consistent work
- Excellent customer service skills

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand, sit, stoop, kneel, crouch, or crawl. The employee must occasionally 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.

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

Employee (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_