

Cooperative Farmers Elevator

Position Description & Accountability

DATE: November 8, 2018

JOB TITLE: Truck Driver/Applicator

REPORTS TO: Location Manager

DEPARTMENT: Feed Truck Driver/Agronomy

LOCATION: Hartley, IA

CLASSIFICATION: Full time

Position Objective

To deliver agronomy and grain products to customers, maintain grain elevator operations while ensuring all trucks are properly loaded and unloaded. Apply agricultural chemicals, fertilizers and/or anhydrous to fields in a safe and timely manner.

Truck Driver/Applicator

- Complete and maintain driving and delivery records
- Operate dry or 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
- Maintain grain quality
- Perform monthly grain measurements/inventory
- Perform basic grain handling and dumping
- Perform basic mechanical maintenance
- Perform and record general housekeeping (sweep and clean) to maintain dust levels

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

Submit application records

- Submit application records to supervisor daily
- Fill out application records completely and accurately
- Inform your supervisor of discrepancies in your reports and invoices as soon as you are aware of them

Inform supervisor of outstanding conditions

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

Safety and Maintenance

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

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

Maintain equipment

- Maintain application equipment and recommend replacements when necessary
- Report any unsafe equipment or working conditions to your supervisor

Follow regulations

- Observe FDA, OSHA, state, and federal safety regulations
- Follow all company and regulatory agency safety policies
- Maintain a valid commercial driver’s license

Other Duties

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

Uphold cooperative policies

- Uphold all cooperative policies
- Employee Right to Know meetings, etc. held as required or scheduled in conjunction with Safety Director

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 (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 60 days)
- Ability to work long seasonal hours
- Detailed organizational skills
- Excellent customer service skills
- Ability to manage multiple projects at a time and demonstrate good attention to detail

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: _____