

Cooperative Farmers Elevator

Position Description & Accountability

DATE: September 9, 2020

JOB TITLE: Location Supervisor/Custom Applicator

REPORTS TO: Location Manager

DEPARTMENT: Agronomy

LOCATION: Jefferson, SD

CLASSIFICATION: Full time

Position Objective

To supervise and maintain the day to day facility operations and equipment appearance, and maintenance. Deliver and apply agricultural chemicals, fertilizers, and/or anhydrous to fields 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.

Supervision

Supervision involves communicating with employees and customers, actively supporting employee growth and location development, upholding cooperative policies, and performing tasks to increase efficiency and productivity.

Location Supervisor

- Oversee day to day operations
- Maintain facility appearance and perform basic mechanical maintenance
- Responsible for all inventory moving through the location and ensuring that all service work is done in safe, timely, and efficient manner
- Perform maintenance and repairs to equipment
- Responsible for maintaining a high level of professionalism with customers and co-workers
- Provide support to sales and trainee staff to assist in employee growth and development

Custom Applicator

- 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

Other Duties

- Assist at CFE locations as assigned by location manager
 - Assist the Hawarden location with maintenance, repairs, housekeeping, and grain handling during non-agronomy peak seasons

Safety and Compliance

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

Inform supervisor of outstanding conditions

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

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
- Industry and supervisory experience preferred
- 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
- 2-3 years of custom application experience strongly preferred
- Ability to work long seasonal hours
- Ability to climb heights
- Detailed oriented to provide accurate and consistent work
- Excellent customer service skills
- Ability to remain professional and courteous with customers at all times

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: _____