

## **FACILITY OPERATIONS (Grain and Agronomy)**

**CLASSIFICATION:** Full-Time

**BASIC PURPOSE & OBJECTIVE:** Responsible for grain handling and agronomy. To perform functions that may include maintenance of equipment, plant, rolling stock, operation of forklifts, loaders and other duties as required.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Projects a positive attitude to customers and employees at all times.
- Provides outstanding and courteous customer service.
- Read and follow company employee policies.
- Take responsibility for good grain condition and monthly inspections as by OSHA inspection standards.
- Performs required preventative maintenance and have all preventative maintenance reports turned in on time.
- Be familiar with seed, chemical, and fertilizer products.
- Clean up of grain spills.
- Dumping and receiving of producers' grain.
- Maintaining grain inventory moistures and temperatures of silos, tanks, and flats.
- Load and fill UAN and NH3 equipment.
- Completion of safety reports and required records.
- Assist in loading and unloading company and customer vehicles with product based upon work order or customer tickets.
- Keep Location Manager informed of operational, customer, vendor, or employee issues that may arise.
- Promotes the business to existing and potential customers.
- Assists in keeping all inside and outside work areas clean and orderly.
- Exhibit good customer relations skills.
- Develop operational knowledge to assist in other departments.
- Work the amount of hours needed to complete appropriate duties and responsibilities which may involve early morning and/or late evening hours; including occasional weekends during seasonal times.
- Assist in maintenance of equipment.
- Continuously follows the safety guidelines and safety programs established by United Farmers Cooperative.
- Performs other duties as directed by Location Manager.

### **QUALIFICATIONS:**

- High school diploma or general education degree (GED)
- Possess valid Class A CDL with endorsements, or willing to obtain.
- Acceptable motor vehicle record/satisfactory driving record.

**EXPERIENCE & SKILLS:**

- Agricultural background preferred.
- 1-3 years' related experience and/or training.
- Technical experience working with equipment.
- Must be able to manage time effectively and efficiently.
- Possess good written and oral communication skills.

**POSITION OFFERS:**

- Growing cooperative with excellent facilities and updated equipment
- Competitive compensation with an excellent benefits package
- Excellent retirement benefits package with pension plan

**Disclaimer:** This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties to the successful performance of the job.