

# Job Description

**Job Title:** Liquid, Dry, NH3 Applicator/ CDL Driver

**Reports To:** Maple Hill Location Manager/West Agronomy Operations Leader

**Position Objective:** To service and follow-up all Agronomy products in a manner that will optimize StateLine Cooperatives market share, improve the cooperatives efficiency, help achieve the cooperative’s mission and goals, resulting in outstanding customer service.

**Primary Duties and Responsibility**

## Service

1. Establish and achieve service goals with Location Manager.
2. Service walk-in customers as needed.
3. Be able to obtain and retain Commercial Applicators License.
4. Be able to obtain and retain Commercial Driver’s License
5. Maintain proficiency in the operation of SLC liquid custom application equipment. (Pre Plant/Pre Emerge & Post Applications)
6. Maintain proficiency in the operation of SLC Dry custom application equipment.
7. Assist in efficient movement of products between SLC facilities as needed.
8. Be knowledgeable of NH3 plant and operations and work this area in season.
9. Assist in operations and maintenance of bulk dry & liquid fertilizer storage facilities as needed.
10. Assist in maintenance of all SLC equipment.
11. Assist in maintenance and record keeping of all SLC trucks and Agronomy equipment.
12. Maintain proficiency in the operation of all SLC application monitors, auto steer and other in-cab electrical devices.

## Professionalism

1. Conduct yourself in a professional manner at all times.
2. Maintain a clean and positive appearance with both yourself and SLC equipment and facilities.
3. Attend schools and training pertaining to agronomy to maintain and build expertise as requested.
4. Coordinate activities with Location Manager to insure the best possible customer service is provided.
5. Maintain communication with Location personnel as to your whereabouts or how you can be reached at all times during “normal” business hours.
6. Maintain current CDL driver’s license and Iowa Pesticide Applicator License.

## Efficiency

1. Perform duties in an efficient manner so that whenever possible, excessive overtime is not required by yourself or others in the company.

## Maintenance and Safety

1. Maintain any equipment used for your job in good physical and mechanical condition:
2. Vehicles should be kept clean to present professional image.
3. Regular maintenance of vehicles or equipment shall be performed at scheduled intervals.
4. Report to Location Manager or Operations Manager any unsafe equipment or working conditions.
5. Facilities should be kept clean to present professional image.
6. Operate equipment in a safe manner and in compliance with all OSHA or state and federal regulations.
7. Communicate safe storage and handling procedures to all customers.
8. Adhere to all company safety policies.

## Reporting

1. Timely reporting of any equipment service.
2. Regularly keep Location Manager informed of customer needs, requests, observations, etc.
3. Keep Location Manager informed of needs for Personal Time as far in advance as possible.

## Credit

1. Enforce company credit policy:
2. No charges to customers on CASH ONLY.
3. No charges to customers who have not been approved by credit department.
4. No charges authorized to customers to exceed set credit limits.
5. Adhere to company credit policy:
6. All personal accounts shall be kept current.

## Other duties

A. Perform other duties as assigned by management.

**Competencies**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Participates in meetings.
* Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
* Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
* Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
* Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
* Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
* Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
* Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
* Cost Consciousness - Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
* Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
* Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Support’s organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
* Strategic Thinking - Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.
* Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
* Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
* Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
* Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
* Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
* Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
* Computer Skills: To perform this job successfully, an individual should have knowledge of Oakland Corporation Accounting software; Excel Spreadsheet software and Word Processing software.
* Certificates, Licenses, Registrations: Valid CDL Driver’s License

 Iowa Pesticide Applicators License

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Amount of Time* |  |  |  |  |
| Function  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand |   |   |   | \* |
| Walk |   |   |   | \* |
| Sit |   |   |   | \* |
| Use hands to |   |   |   | \* |
| finger, handle |   |   |   |   |
| or feel |   |   |   |   |
| Reach with |   |  | \*  |   |
| hands and arms |   |   |   |   |
| Climb or balance |   |  |  \* |   |
| Stoop, kneel, |   |  | \*  |   |
| crouch, or crawl |   |   |   |   |
| Talk or hear |   |   |   | \* |
| Taste or smell |   |  |   | \*  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Amount of Time* |  |  |  |  |
| Weight | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 lbs |   |   |   | \* |
| Up to 25 lbs |   |   |   | \* |
| Up to 50 lbs |   |   |   | \* |
| Up to 100 lbs |  | \*  |   |   |
| More than 100 lbs |  |  \* |  |   |

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to conditions with high concentrations of air borne dust and particles. The employee is frequently moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

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| --- | --- | --- | --- | --- |
| *Amount of Time* |  |  |  |  |
| Condition | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid |  |   | \*  |   |
| (non-weather) |   |   |   |   |
| Work near moving |   |  |   |  \* |
| mechanical parts |   |   |   |   |
| Work in high, |   |  | \*  |   |
| precarious places |   |   |   |   |
| Fumes or airborne |   |  |   | \* |
| particles |   |   |   |   |
| Toxic or caustic |  |   |  \* |   |
| chemicals |   |   |   |   |
| Outdoor weather |   |  |   |  \* |
| conditions |   |   |   |   |
| Extreme cold | \* |   |   |   |
| (non-weather) |   |   |   |   |
| Extreme heat | \* |   |   |   |
| (non-weather) |   |   |   |   |
| Risk of electrical |   | \* |   |   |
| shock |   |   |   |   |
| Work with explosives | \* |   |   |   |
| Risk of radiation | \* |   |   |   |
| Vibration |   |  | \* |   |

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ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

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Employee Name (Please Print) Date

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Employee Signature Date