



## JOB DESCRIPTION

**JOB TITLE:** Shop Maintenance/Chem-Fert Applicator

**REPORTS TO:** Shop/Agronomy Managers

**DATE:**

**LOCATION:** Wadena, MN

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### Summary of the Job:

To assist in all facility maintenance and vehicle maintenance. During the agronomy season this person will act as applicator and will deliver and apply agronomy products in a manner that will optimize the cooperatives market share and savings, improve cooperative efficiency, help achieve the cooperative's mission and goals and deliver customer service of the highest quality.

### Essential Functions/Principal Accountabilities of the Job:

#### 1. Maintenance and Shop Responsibilities

- a. Perform a daily trip inspection on application equipment
- b. Maintain equipment to maximize up time and resale value
- c. Perform regular maintenance such as greasing, washing, cab cleaning, filter changes, etc.
- d. Keep maintenance records on equipment
- e. Make recommendations to the Agronomy Manager on the annual maintenance budget
- f. Completes all shop repair and related tasks as needed

#### 2. Custom Apply Chemical and Fertilizer

- a. Load product in the proper order as dictated by the label
- b. Follow best management practices on rinsing, flushing and loading products
- c. Schedule and route applications of product to maximize daily efficiency in coordination with the agronomy manager, water tender, applicators and fertilizer tender drivers.
- d. Minimize skips and lapping of application
- e. Communicate with scouts and management on current weed pressure & species so that the proper rate of chemical is applied
- f. Communicate potential field condition issues with management prior to beginning applications
- g. Minimize in-field downtime and performance issues do to field conditions, communicated expected issues with the agronomy manager immediately upon discovery

#### 3. Invoice all product deliveries promptly and accurately

- a. Ensure all tickets presented to the office are correct
- b. Present a copy of each transaction to the customer after each delivery
- c. Turn all sales tickets into the office daily
- d. Ensure all cash receipts are turned in daily and are accurate

#### **4. Accounting**

- a. Complete application reports prior to leaving the field. Submit accurate acres and chemical, fertilizer, lime quantities used on each application report.
- b. Coordinate with billing to ensure timely and accurate invoicing of jobs done.
- c. Create accurate shape files and field boundary's using mapping software when applicable.
- d. Maintain equipment service interval information and maintenance records.
- e. Coordinate with management on chemical, fertilizer and lime inventory ordering for planned usage.
- f. Collect payment from the customer when the terms are COD. Return payments to the main office daily for deposit.

#### **5. Regulatory and Rules**

- a. MDA Commercial Pesticide Applicators License
- b. MN DOT Regulations
- c. Maintain a CDL Class A with proper endorsements
- d. EPA Regulations
- e. OSHA

#### **6. Safety**

- a. Carry and use Person Protection Equipment (PPE)
- b. Do not allow riders in or on equipment unless a Leaf River Ag Service Employee
- c. Operate equipment at safe speeds in a safe manner.
- d. Inspect equipment for potential safety hazards.

#### **7. Other Duties**

- a. Uphold all Cooperative policies
- b. Maintain data privacy
- c. Perform duties as requested by management
- d. Attend safety and regulatory meetings as needed

Note: These are the major functions and accountabilities required of the position and are the predominant criteria by which performance will be assessed. *THIS ROLE WILL ALSO INCLUDE OTHER DUTIES AS ASSIGNED.*

#### **Working Relationships, Autonomy, and Supervision:**

The Custom Applicator must interact regularly and appropriately collaborate with customers and cooperative personnel

Work direction from: Shop Supervisor/Agronomy Manager

**Required Qualifications, Experience & Knowledge (Minimum level of formal education required for competent performance of the technical duties; previous experience requirements; personal competencies & characteristics deemed necessary for success in the position:**

1. Education and Previous Experience:
  - a. A minimum of a High School Diploma
2. Previous Experience:
  - a. 1-2 years of Agricultural-related job experience preferred
  - b. A positive work track record

3. Personal Competencies and Characteristics:

- a. Customer service oriented with an ability to objectively problem solve, manage difficult customer situations
- b. Resourceful, self-starter who works well in a highly disciplined environment with minimal supervision;
- c. Ability to pro-actively identify areas for improvement
- d. Well-organized process thinker, with ability to adapt to change, and follows directives
- e. General understanding of basic mathematics, such as adding, subtracting, multiplying and dividing and an ability to perform these operations using units of American money, weigh measurement, volume and distance;

**Physical Requirements of the Job:**

Successful performance of this job requires the physical capacity to satisfactorily perform the activities noted below. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Routine use of a computer and cell phone.
- Frequent standing, walking, sitting, climbing, driving, lifting, talking and hearing.
- Vision abilities required include close, distance and the ability to adjust focus.
- Working at this facility entails continuous exposure to chemicals, fertilizer, dirt, dust, dampness, airborne particles, extreme weather conditions and temperatures, heavy equipment and moderate noise levels, and other attributes common to such sites.
- Will require ability to lift 75 lbs. and routinely do physical work for 8 or more hours per day.

This Job Description does not constitute a written or implied contract of employment. The Company reserves the right to revise or change job duties and responsibilities as the need arises. Other duties may be assigned at any time, as needed, by management. Requirements are representative of minimum levels of knowledge, skills and experience required.

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**Print Employee Name:**

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**Signature:**

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**Date:**

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**Supervisor/Manager Signature:**

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**HR Signature:**