

Job title	<i>Operations Worker II</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Location Manager</i>	Salary Range	
Direct Reports	<i>N/A</i>	EEOC Classification	<i>Laborers and Helpers</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

- The position of an Operations Worker II is of great significance to Pro Cooperative.
 - A person in this position is accountable to fulfill the demands of the location by providing grain, feed, petroleum, and agronomy related customer services as needed in a safe and effective manner.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Assist in all aspects of the elevator, fertilizer, and chemical operations.
- Receiving and unloading grain operations.
- Grain drying operations.
- Measuring grain inventory on a monthly basis.
- Grain train loading operations including cleaning and sealing cars, if applicable to the location.
- Operate train locomotive & obtain training certificate on locomotive operations, if applicable to the location.
- Maintain grain condition by testing temperatures and blending.
- Assist in all aspects of the fertilizer and chemical operations.
- Measure inventory and report it to the supervisor.
- Assist in unloading bulk and packaged product.
- Provide customer service by and loading chemical product orders.
- Maintain and repair equipment as needed.
- Assist in housekeeping and maintenance of facility grounds including mowing, spraying weeds and moving snow.
- Pump bulk chemicals into customer tanks.
- Provide assistance tending to the applicators.
- Fill NH₃ nurse tanks during the season.
- Understand and maintain the professional image of Pro Cooperative.
- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- Available to work extended hours when needed.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.

- Comply with all federal, state, and local regulations and Pro Cooperative’s policies, including Pro Cooperative’s safety policies.

Minimum experience and qualifications

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- Class A CDL with required endorsements or able to obtain one and maintain current DOT physical.
- Valid Commercial Applicators License preferred or willing to obtain within 30 days.
- Valid Driver’s License. Possess a driving record that meets or exceeds Pro Cooperative driving guidelines.
- Available to work extended hours when needed.
- Have an excellent understanding of general maintenance of machinery, equipment and vehicles owned and operated.

Physical demands

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Frequently (34%-66%)	Sitting	Occasionally (1%-33%)
Climbing-stairs, ladders, slope	Frequently (34%-66%)	Standing	Frequently (34%-66%)
Crawling	Occasionally (1%-33%)	Twisting	Occasionally (1%-33%)
Grasping/Handling	Constantly (67%-100%)	Walking	Constantly (67%-100%)
Kneeling	Occasionally (1%-33%)	Balancing	Frequently (34%-66%)
Neck Flexion/Extension	Constantly (67%-100%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Constantly (67%-100%)	Change of Position	Constantly (67%-100%)
Reaching Overhead	Occasionally (1%-33%)	In/Out of Machine	Frequently (34%-66%)

Physical effort

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
1 – 10 lbs.	Constantly (67%-100%)	1 – 10 lbs.	Occasionally (1%-33%)
11 – 20 lbs.	Occasionally (1%-33%)	11 – 20 lbs.	Occasionally (1%-33%)
21 – 50 lbs.	Occasionally (1%-33%)	21 – 50 lbs.	Occasionally (1%-33%)
51 – 100 lbs.	Occasionally (1%-33%)	51 – 100 lbs.	Occasionally (1%-33%)
100+ lbs.	Occasionally (1%-33%)	100+ lbs.	Occasionally (1%-33%)

Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Frequently (34%-66%)	Chemical Agents	Frequently (34%-66%)
Excessive Heat	Frequently (34%-66%)	Fumes, Odors	Frequently (34%-66%)
Excessive Cold	Frequently (34%-66%)	Solvents, Petroleum Products	Frequently (34%-66%)
Noise	Frequently (34%-66%)	Others Specify:	N/A
Vibration	Occasionally (1%-33%)	Others Specify:	N/A

Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Occasionally (1%-33%)	Power Tools/Equipment	Occasionally (1%-33%)
Indoors	Occasionally (1%-33%)	Hearing	Constantly (67%-100%)
Outdoors	Constantly (67%-100%)	Talking	Frequently (34%-66%)

Approved by:	<i>VP of Operations</i>
Date reviewed:	<i>09/01/2021</i>

Employee signature constitutes employee's understanding of the requirements and essential functions of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print Name & Sign): _____ Date: _____