

<b>Job title</b>	<i>Agronomy Center Manager</i>	<b>Job Classification</b>	<i>Salary Exempt</i>
<b>Reports to</b>	<i>Agronomy Department Manager</i>	<b>Salary Range</b>	\$54,700-\$74,000

### 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 Agronomy Center Manager is of great significance to Pro Cooperative.
  - A person in this position is responsible to run all operations for the agronomy center e as well as supervising, training and scheduling personnel 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.
  - This position will also assist in coordinating application equipment, team members and work orders for the operational team in an effective and efficient manner

### Duties and responsibilities

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

- Partner with the Agronomy manager and sales department to coordinate all orders and shipments.
- Monitor inventory and customer demands ensuring products are available – communicating needs to the Agronomy manager.
- Ensure all customers orders are processed timely.
- Monitor all logistics protocol and procedures, making sure all processes are followed.
- Stay current on all government safety and compliance laws and regulations.
- Assist in recruiting and training staff.
- Ensure all transportation staff possess all proper documentation and are compliant with local, state and federal DOT requirements.
- Responsible to monitor staff’s performance.
- Motivate and encourage teamwork ensuring goals are achieved.
- Generate reports and statistics, staying in touch with operations and procedures.
- Maintain and enforce operations standards.
- Maintain facility appearance and operational condition through establishing good housekeeping and maintenance plans.
- Champion and promote a strong safety culture and follow all safety policies, procedures and regulations.
- Identify and communicate workplace hazards and correct or seek assistance in correcting unsafe actions or conditions. Basic.
- Analyzes and resolves work problems or assists workers in solving work problems.

- 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 Pro Cooperative policies, including Pro Cooperative's safety policies.

### Qualifications

Qualifications include:

- Associate's degree (A. A.) or equivalent from two-year College or technical school; or High school diploma or general education degree (GED) and three to six years related experience and/or training.
- 3 or more years of supervisory experience preferred
- Class A CDL with required endorsements or able to obtain one and maintain current DOT physical preferred
- Available to work extended hours when needed.
- Must have excellent communication skills, both verbal and written, be forward thinking, proactive, self-motivated and work independently in a fast-paced environment.
- Must be able to effectively navigate within Microsoft Office products and the inventory management system.

### Working conditions

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.

The noise level in the work environment is usually low to moderate.

### Physical requirements

Must be able to frequently lift up to 20-25 lbs and occasionally lift up to 50 lbs. In a normal work day, the employee may be required to sit 40% of the time, stand 30% of the time, and walk 30% of the time. Employee must be able to frequently bend, squat, kneel, and occasionally climb/balance, push/pull, and lift from high/low position.

### Direct reports

None

<b>Approved by:</b>	<i>Agronomy Department Manager</i>
<b>Date approved:</b>	<i>08/18/2021</i>
<b>Reviewed:</b>	<i>08/18/2021</i>

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. This document doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.*

Employee (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_