

Job title	<i>Operations Worker III</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Location Manager</i>	Salary Range	<i>\$17.43-\$23.58</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 III 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 operations.
- Assume Location Operations Manager responsibilities in his/her absence.
- Receive and unload grain operations.
- Maintain grain bins, operate driers and fans.
- Measure grain inventory on a monthly basis.
- Grain train loading operations including cleaning and sealing cars.
- Assist in housekeeping and maintenance of facility grounds including mowing, spraying weeds and moving snow.
- Maintain grain condition by testing temperatures and blending.
- Able to operate train locomotive & obtain training certificate on locomotive operations, if applicable to the location.
- Identify potential maintenance problems and complete necessary repairs.
- 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.
- Provide assistance tending to applicators when needed.
- Fill NH3 nurse tanks during season.
- Operate application and tending equipment when necessary.
- 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 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 two to six years related experience and/or training.
- Class A CDL with required endorsements or able to obtain one and maintain current DOT physical. Available to work extended hours when needed.
- Valid Commercial Applicators License preferred or willing to obtain within 30 days.
- Maintain current license that apply to the position.
- Clean driving record with all applicable endorsements required.
- Available to work extended hours when needed.
- Have an excellent understanding of general maintenance of machinery, equipment and vehicles owned and operated.

Working conditions

Work outside or inside buildings. Regularly exposed to all weather conditions with exposure to noise, dust, fumes, and materials used in a grain elevator, which may include chemicals. Often work while listening to loud or distracting sounds and noise levels.

Physical requirements

Must be able to frequently lift up to 50 lbs and occasionally lift up 100 lbs. In a normal work day, the employee may be required to sit 5% of the time, stand 65% of the time, and walk 30% of the time. Employee must be able to frequently bend, squat, kneel, reach above shoulder level, and occasionally climb/balance, push/pull, and lift from high/low position.

Direct reports

None

Approved by:	
Date approved:	07/01/2019
Reviewed:	07/01/2019

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: _____