

<b>Job title</b>	<i>Operations Worker II</i>	<b>Job Classification</b>	<i>Hourly Non-exempt</i>
<b>Reports to</b>	<i>Location Manager</i>	<b>Salary Range</b>	<i>\$13.81-\$18.69</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 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.
- 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 NH<sub>3</sub> nurse tanks during the season.
- 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:

- 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.
- 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**

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.

Must be able to continually lift up to 10 lbs. frequently lift up to 50 lbs without assistance and occasionally lift up to 100 lbs. In a normal work day, the employee may be required to do some considerable walking and standing. Employee must be able to frequently bend, squat, kneel, reach above shoulder level, and occasionally push/pull, and lit from high/low position, and climb/balance including working on top of elevators as high as 100-160 ft tall.

**Direct reports**

None

<b>Approved by:</b>	
<b>Date approved:</b>	07/01/2019
<b>Reviewed:</b>	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: \_\_\_\_\_*