

Job title	<i>Grain Delivery Driver</i>	Job Classification	<i>Hourly non-exempt</i>
Reports to	<i>Full line: Dispatcher Dotted line: Location Manager</i>	Salary Range	
Direct Reports	<i>Location Manager</i>	EEOC Classification	<i>Operatives</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 a Grain Delivery Driver is of great significance to Pro Cooperative.
 - A person in this position is responsible to operate the grain delivery truck to transport grain and other materials to and from specified destinations in a safe and effective manner.

Duties and responsibilities

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

- Drives truck to destination.
- Maintains truck log, according to state and federal regulations.
- Maintains telephone or radio contact with supervisor to receive delivery instructions.
- Loads and unloads truck. Cleans compartment after unloading as necessary to avoid contamination.
- Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, and water.
- Inspects grain while loading and unloading and immediately notify direct supervisor of any quality related situations.
- Assists in maintaining inventory records, as well as other maintenance and housekeeping records in appropriate log books.
- Performs pre-trip and post-trip inspections of delivery vehicle per DOT and Company requirements. Promptly report any equipment malfunctions to supervisor.
- Drives and operates equipment in a manner so as not to harm the delivery vehicle, yourself, fellow workers, customers, customer’s property and the general public.
- Provides assistance tending to applicators.
- Maintains cleanliness and perform light maintenance of assigned delivery truck inside and out and exhibit an appropriate personal appearance to promote a positive and quality company image.
- 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.
- 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 education or GED; or one to two years’ experience 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.
- At least two years of CDL driving experience for tractor trailer operators preferred.
- Possesses a driving record that meets or exceeds Pro Cooperative driving guidelines.
- Maintain current license that apply to the position.
- Available to work extended hours when needed.

Physical demands

Physical activities typically performed while on this job.

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

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.	Constantly (67%-100%)
11 – 20 lbs.	Constantly (67%-100%)	11 – 20 lbs.	Constantly (67%-100%)
21 – 50 lbs.	Occasionally (1%-33%)	21 – 50 lbs.	Frequently (34%-66%)
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	Occasionally (1%-33%)
Excessive Heat	Frequently (34%-66%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Frequently (34%-66%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Occasionally (1%-33%)	Others Specify:	
Vibration	Frequently (34%-66%)	Others Specify:	

Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

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

Approved by:	
Date reviewed:	

Employee signature below 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: _____