



Job Description

Position:	Agronomy Operations Support /Driver	Department:	Agronomy
Reports To:	Agronomy Manager or Location Manager	FLSA Status:	Non-Exempt

Position Summary

Responsible for prompt, accurate implementation of all assigned operational tasks on site and all assigned customer service and order fulfillment tasks related to the operation of the agronomy location. Includes operating equipment, loading and unloading, driving tender trucks, delivery and general labor of all capacities as related to agricultural production.

Essential Functions/Responsibilities

- Implement, support and ensure satisfactory fulfillment of all initiatives of the Agronomy Division.
- Assist in providing prompt, professional labor services in all capacities, including loading and unloading, performing checks, handling maintenance issues, completing repairs, tracking inventory, driving and providing customer service
- Communicate pertinent information to the Manager as well as with customers, drivers, vendors and office staff
- Maintain and actively contribute to an exceptionally neat, orderly and safe working environment at all times
- Complete logs and inspection documentation as required
- Participate in all related safety training and successfully pass certification processes as required for the role
- Provide labor to assist other divisions if circumstances demand
- Perform all responsibilities independently, safely and in compliance with company policy and applicable regulations

Non-Essential Functions/Responsibilities

- Perform other duties and responsibilities as requested by authorized personnel

Qualifications

Education/Training Requirements

- High school diploma or equivalent required

Experience Requirements

- One to three months related experience and/or training desired

Licensing Requirements

- Valid driver's license and commercial insurability required
- Willingness to obtain CDL desired, Valid CDL (Class A or B) preferred
- Willingness to obtain necessary endorsements desired
- Commercial applicator's license a plus

Skills/Abilities Requirements

- Exceptional work ethic, positive attitude, professionalism and self-motivation
- Highly responsible, flexible and dedicated to deliver results in seasons of high demand
- Ability to read, write and comprehend simple instructions, short correspondence, and memos
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

Work Environment

The characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Physical Demands

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. While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Acknowledgement

I have read and understand the job description for my position. I am able to perform all the essential functions for this position. I understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

I agree to comply with the company handbook and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor. I will strive to uphold the mission and vision of the organization.

Employee Signature

Date

Employee Name (Printed)