North Central Co-op
Agronomy Applicator, Operational Maintenance, Plant Service Person

Employee Name:
Location: Hart, MI
Job Title: Agronomy Applicator & Plant Operations Person
Salary Level: Commiserate with Industry Standards
Department: Agronomy
Reports To: Agronomy Location Manager
Prepared Date: December 2015

Summary
Custom Applicator in Agronomy
Equipment Maintenance & Repair for Agronomy and Energy Warehousing Inventory
Friendly Customer Service
All other duties as assigned

Essential Duties and Responsibilities include the following. Other duties may be assigned.
- Supports North Central Co-op’s (NCC) stated Mission, Values and Business Promise. (Below)
- Projects a positive attitude to customers and employees at all times that promote teamwork.
- Provides outstanding and courteous customer service.
- Keeps NCC and customer information confidential.

Our Mission:
To provide the best Value through Service, Stewardship and Innovation

Our Values
- We will operate with a level of honesty and integrity that is beyond reproach
  – Building reputation is everyone’s business
- We will operate as a team with common goals
  – Proactive and open communications
  – Collaboration and new ideas spur success every day
- We will face the brutal facts and change the business as required
  – Embrace evolution
- We will commit to being the best
  – Unwavering customer focus
  – Share our passion for our industry

Our Brand Promise
Through every action, every day, we put each customer further ahead to build success for all!

Essential Duties and Responsibilities, Continued

Agronomy:
Precisely blends and custom applies fertilizers and or agricultural chemicals based on recommendations, work order, and label directions.
  - Accurately completes applicator logs and reports.
  - Follows clean-out procedures and documentation.
  - Demonstrates proper judgment in assessing field, crop, and weather conditions prior to and during application.
  · Loads and unloads inbound and outbound inventory with proper paperwork and documentation (work orders).
  · Keeps the assigned supervisor informed of product inventory levels that could restrict application or delivery schedules.
  · Performs his/her jobs safely and in compliance with all regulations.
  · Maintains facility and all equipment so that they have a good appearance and are always in working order.
  · Keeps facility, equipment maintenance, and application records as required.
    - Performs required daily inspections of equipment.
    - Maintain equipment calibration.
  · Assists in keeping all inside and outside work areas extremely neat and orderly.
  · Read and follow company employee policies.
  · Keeps the assigned supervisor informed of operational, customer, vendors, or employee issues that may arise.
  · Performs additional tasks that may be assigned by their supervisor.
  · Implements, promotes, and supports the E.Y.S. program.

**Energy:**
1. Perform duties as assigned by location manager to assist in services needed in energy.

**Competencies**
To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills
Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills
To perform this job successfully, an individual should have knowledge of Internet software, and basic MS Office programs such as Word and Excel. Applicator Control software, cell phones, etc…

Certificates, Licenses, Registrations
Valid MI Drivers' License
  • Class A CDL
  • MI Commercial Applicators License or ability to obtain through MDA testing.

Other Skills and Abilities

Other Qualifications

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to walk and taste or smell. The employee must regularly 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.

Work Environment 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.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold and extreme heat. The noise level in the work environment is usually moderate.