JOB DESCRIPTION

Employer Information
Organization Name: Five Star Cooperative
About Our Organization: Five Star Cooperative is an agricultural cooperative providing agricultural products and services to it member owners and customers in Northeast and North central Iowa.

Job Description
Job Title: Agronomy Operations Specialist
Hours/Week: 40 hours per week with more hours required as needed
FLSA Status: Non-Exempt
Reports To: Eastern Agronomy Operations Supervisor
Job Location: New Hampton

Job Objective
The Agronomy Operations Specialist is responsible for assisting with the operation of the New Hampton fertilizer plant and warehouse operations, deliveries, service, maintenance, housekeeping, and safety. The Agronomy Operations Specialist will maintain a positive, forward thinking attitude that promotes team work within the cooperative and favorable image of the company.

This position is responsible for the general daily operations in the agronomy department. Position entails handling, blending and delivery of agricultural chemicals and products for customers and the general maintenance and housekeeping of the facility. The Agronomy Operations Specialist will be responsible for servicing customers, maintaining existing customers' business, and obtaining new customer's business as applicable.

The incumbent will be a resource for customers and employees to come to for industry information. Additional responsibilities include inventory control of all products/commodities for proper quantity and quality. The incumbent will communicate inventory to the Agronomy Operations Supervisor, Area Operations Manage, and Agronomy Department Manager.

Other responsibilities include all activities consistent with the corporate objectives, purpose, and mission of the company. Employee will assist other departments as needed and will have other duties as assigned by management

Qualifications
Education: High School diploma or equivalent; fluent reading, writing, and speaking the English language
License, Certificate or Registration: Class A CDL with tanker and hazmat endorsements; valid DOT physical card; Pesticide Handlers License; Iowa Commercial Applicators license with 1A, 1B, 1C, and seed treatment.
Basic Skills: Speaking, Writing, Reading Comprehension, Listening, Monitoring, Judgment and Decision Making, Time Management

Essential Tasks

- Enforce and abide by all cooperative policies
- Operate agronomy equipment
- Operates and maintains Agronomy load-out facilities.
- Maintenance/repair of agronomy facilities, equipment, and vehicles. Assures operation of equipment is done safely and, in a manner to assure equipment/vehicles is operated under ideal conditions (not recklessly).
- Assist with the assigned mix schedule and prepare mix to specifications on a timely basis
- Maintain quality control above the standards set by Five Star
- Account for each mix or other service, by writing job, sales, or transfer tickets to ensure accurate inventory control
- Report inventory items which need to be ordered, ensures inventory accuracy
- Maintain seed bulk and treatment equipment to ensure high quality seed
- Loading/unloading of customer and company equipment with products
- Ensures sales tickets are completed prior to loading or delivery
- Receives dry and liquid fertilizer
- Exhibits integrity and professional attitude

Maintenance & Safety:

- Observe all state, federal , OSHA, safety and environmental regulations
- Maintain delivery equipment, application equipment, and fertilizer and seed plant's equipment and facilities regularly
- Maintain compliance with entering data and completing monthly preventative maintenance schedule
- Maintain clean and neat facilities
- Maintain housekeeping and sanitation standards
- Upholds Five Star's Safety regulations and procedures

Service:

- Excellent customer service required – Applicant must be neat and approachable
- Handles customer complaints smoothly
    - Notifies supervisor of problems
    - Solves the problem as quickly as possible, either personally or through communication with the supervisor
- Excellent telephone skills – applicant must promptly and courteously answer the phone
- Requires acute attention to detail
- Requires making decisions that affect customers, other employees, Five Star Coop's financial resources, and/or the image and reputation of the organization
- Commitment to excellence and high standards
- Actively work to increase personal skills and knowledge
- Attend product, merchandising, safety, and cooperative meetings as requested

Other Duties:

- Enforce and uphold the cooperative's credit policy
- Good communication with all employees and customers

- Check with other departments to see if help is needed before going home.
- Work as a team member and maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.
- Perform other duties as assigned my management - employees duties may change according to the changing needs of the company.
- Enforce and abide by all cooperative policies
- Strong organizational, problem solving, and analytical skills; able to manage priorities and workflow
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Good judgment with the ability to make timely and sound decisions
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to work independently and as a team player
- Must be able to climb stairs, reach above, below, and at shoulder level.
- Willingness to work from multiple locations with in the coop

Work Conditions and 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. This job is performed indoors or outdoors in weather extremes of Northern Iowa. Exposure to dust from feed, grain, or fertilizer products.

Physical Abilities

- **Far Vision**—The ability to see details at a distance.
- **Near Vision**—The ability to see details at close range to complete detailed paperwork and computer work(within a few feet of the observer).
- **Reaction Time**—The ability to quickly respond (with the hand, finger, foot) to a signal (sound, light, picture) when it appears.
- **Static Strength**—The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Response Orientation**—The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Spatial Orientation**—The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Depth Perception**—The ability to judge which of several objects is closer or further away from you, or to judge the distance between you and an object.
- **Extent Flexibility**—The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Multilimb Coordination**—The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Manual Dexterity**—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble or move objects
- **Climbing**—Ability to climb stairs.

Function	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand (depending on day)		X		
Sit (depending on day)				X
Use hands to finger, handle, feel, hold, grasp				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Weight	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 lbs			X	
Up to 25 lbs		X		
Up to 60 lbs		X		
Up to 75 lbs	X			
More than 75 lbs	X			

Disclaimer: This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties related to the successful performance of the job.

I, _____, as an Employee of five Star Cooperative, understand the duties and requirements set forth in this job description. The duties of this job description are not all inclusive. They describe the primary function of the job and are not to be considered a detailed description of every job duty. I understand that neither this job description, nor the signing of, creates a binding employee contract and that my employer reserves the right to assign additional duties as necessary.

_____

Employee Signature Date

_____

Supervisor Signature Date