



## **JOB TITLE: AGRONOMY OPERATIONS**

**OVERVIEW:** Responsible for efficient and accurate fertilizer, pesticide and fungicide deliveries and perform functions that will include maintenance of equipment, plant, rolling stock, operations of forklifts, loaders, tender trucks, and other duties as required.

This person will maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of UFC.

### **OBJECTIVES**

#### **UNITED & FRIENDLY:**

- Proudly conveys the strengths of United Farmers Cooperative, its services, and opportunities to others, including, but not limited to customers, communities, and co-workers.
- Approaches daily work with enthusiasm and energy.
- Maintains a team focus and is willing to serve as operational support to any assigned UFC location or department as staffing needs arise.
- Acts as the first line of support for the UFC Agronomy Department's Sales team.

#### **CONNECTED & COMMITTED:**

- Use Class A CDL with endorsements to assist department in daily operations.
- Verify the correct product type and product amount is loaded/unloaded and secured before leaving premises.
- Transport agronomy products and merchandise according to orders received.
- Assist in loading and unloading company and customer vehicles with product based upon work order or customer tickets.
- Ensure customers are informed of safe product handling
- Ensure all required documents are always in the vehicle; fill out and turn in log sheets daily.
- Perform and document daily truck/trailer inspections, keep equipment clean and follow regular maintenance schedules and drive responsibly
- Fuel and load truck to prepare for next day if possible.
- Notify supervisor and aid in resolving customer complaints promptly.
- Report any unsafe equipment or working conditions to your supervisor.
- Watch for overhead wires when using augers.
- Observe OSHA, state, and federal safety regulations and follow all company and regulatory agency safety policies.
- Ensure all paperwork for product deliveries and services are promptly turned in to the office.
- Maintain equipment, fertilizer and chemical warehouses and report repairs, unsafe equipment or working conditions to your supervisor.



- Uphold all UFC's safety policies and procedures and perform other duties as assigned by management.
- Assist in keeping all inside and outside work areas clean and orderly.
- Always able to lift, push, or pull 50 lbs., as well as climb on equipment, train cars, and grain storage facilities.
- Observe OSHA, state, and federal safety regulations and follow all company and regulatory agency safety policies.
- Professional representation of the company through appearance and helpful attitudes.
- Ensure no product or customer problems result due to your services.
- Use extreme caution while driving in customer properties; drive slowly and watch for children, pets, animals, toys, flower beds, hedges, and lawns and avoid damage to customers' buildings and property.
- Use extreme caution while working around customer trucks to avoid damage.
- Notify supervisor and aid in resolving customer complaints promptly.

**VISIONARY:**

- Develop operational knowledge to assist in other departments.
- Proactively identifies areas of opportunity in Agronomy and collaborates with co-workers and management team to enhance efficiency and success.
- Continues to grow personal knowledge of agronomy and United Farmers Cooperative locations and services and the Cooperative business model to improve product recommendations and services to the Cooperative's customers.

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 to the successful performance