



## GENERAL GRAIN & AGRONOMY OPERATIONS ATTENDANT Job Description

**Location:** Assigned Location

**Job Title:** General Grain & Agronomy Operations Attendant

**Department:** Agronomy

**Reports to:** Branch Manager

**Summary:** Responsible for grain handling and plant maintenance at the assigned branch. Also performs functions at the branch that may include maintenance of equipment, plant, rolling stock, operation of forklifts, loaders, operating tender trucks, filling and delivering NH<sub>3</sub> tanks, loading customers' vehicles with product, unloading of deliveries and other duties as required.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Supports Ag Plus' stated Vision, Mission, and Business Values.
- Projects a positive attitude to customers and employees at all times.
- Provides outstanding and courteous customer service.
- Read and follow company employee policies.
- Take responsibility for good grain condition, and monthly facility inspections, as by OSHA inspection standard.
- Performs required preventative maintenance and have all preventive maintenance reports turned in on time.
- Cleans up grain spills.
- Dumping and receiving of producers' grain.
- Maintaining grain inventory moisture and temperatures of silos and tanks.
- Completion of safety reports and required records.
- Delivers customers products and services that are sold by the branch.
- Keeps the Branch Manager informed of operational, customer, vendors, or employee issues that may arise.
- Promotes business with existing and potential customers.
- Assists in keeping all inside and outside work areas extremely neat and orderly.
- Exhibits good customer relations skills.
- Continuously follow the safety guidelines and safety programs established by Ag Plus.
- Performs other activities as directed by the Branch Manager.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**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**

High school diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**Mathematical Skills**

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

**Reasoning Ability**

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.

**Certificates, Licenses, Registrations**

Valid driver’s license with the ability to obtain a CDL. CDL will be paid for in exchange for signing a 5-year employment agreement.

**Competencies**

Leadership and Managerial	Functional	Foundational
Adaptability	Organizational Support	Dependability
	Quantity	Teamwork

**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: walk: use hands to finger, handle, or feel: reach with hands and arms: talk or hear and taste or smell. The employee is occasionally required to sit: climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and / or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance 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: fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places: outside weather conditions: extreme cold: extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

**I acknowledge by signing below that the essential duties and responsibilities outlined in my job description above are accurate, that I can perform the essential duties and responsibilities of my job description, and I understand that my annual performance appraisal results are contingent on how well I execute the essential duties and responsibilities listed in my job description.**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Employee’s signature**

\_\_\_\_\_  
**Supervisor’s signature**

(Supervisors please return the original signed job description document to the Human Resources Administration)