



JOB DESCRIPTION

JOB TITLE: Mechanic/Custom Applicator

REPORTS TO: Shop/Agronomy Manager

DATE: February 2024

LOCATION: Wadena, MN

Summary of the Job:

Complete maintenance on company vehicles and equipment. Apply agronomy products in a manner that will optimize the cooperatives market share and savings, improve cooperative efficiency, help achieve the cooperative's mission and goal, and deliver customer service of the highest quality.

Essential Functions/Principal Accountabilities of the Job:

1. Custom Apply Chemical and Fertilizer

- a. Load product in the proper order as dictated by the label.
- b. Follow best management practices on rinsing, flushing and loading.
- c. Schedule and route applications of product to maximize daily efficiency in coordination with the agronomy manager, water tender, applicators and fertilizer tender drivers.
- d. Minimize skips and lapping of application.
- e. Communicate with scouts and management on current weed pressure & species so that the proper rate of chemical is applied.
- f. Communicate potential field condition issues with Agronomy management prior to beginning applications.
- g. Minimize in-field downtime and performance issues due to field conditions, communicate expected issues with the agronomy manager immediately upon discovery.

2. Maintenance & Shop duties

- a. Oversight of Preventative Maintenances-performs daily trip inspections on application equipment.
- b. Maintain equipment, including general repairs, to maximize time and resale value.
- c. Perform regular maintenance such as greasing, washing, cab cleaning, filter changes, etc.
- d. Coordinates with Agronomy Manager to help maintain inventory of replacement consumable parts for agronomy equipment.
- e. Shop- make effective use of time with off-season shop projects. Keep Shop Manager and Agronomy Manager verbally informed of your work progress.
- f. Keep maintenance records on equipment.

3. Accounting

- a. Complete spray reports prior to leaving the field. Submit accurate acres and chemical quantities used on each spray report. (same procedure that is used for fertilizer application)
- b. Coordinate with billing to ensure timely and accurate invoicing of jobs done.
- c. Create accurate shape files and field boundary's using mapping software when applicable.
- d. Maintain equipment service interval information and maintenance records.
- e. Coordinate with management on chemical & fertilizer inventory ordering for planned usage.
- f. Collect payment from the customer when the terms are COD. Return payments to the main office daily for deposit.

4. Regulatory and Rules

- a. Maintain a Class A or B CDL
- b. MDA Commercial Pesticide Applicators License
- c. MN DOT Regulations
- d. EPA Regulations
- e. OSHA

5. Safety

- a. Attending safety and regulatory meetings to keep current.
- b. Coordinate with the Safety Coordinator to be certain that company safety procedures and recommendations are followed.
- c. Carry and use Personal Protective Equipment (PPE).
- d. Manage shop personnel's PPE use.
- e. Do not allow riders in or on equipment unless they are a Leaf River Ag Service Employee.
- f. Operate equipment at safe speeds in a safe manner.
- g. Inspect equipment for potential safety hazards.

6. Other Duties

- a. Uphold all Cooperative policies.
- b. Maintain data privacy.
- c. Perform duties as requested by management, - if assigned to another Dept., - your responsibilities will be assigned to you by that Dept. Supervisor or the General Manager
- d. Keep all personal accounts current.
- e. Attend safety and regulatory meetings as needed.

Note: These are the major functions and accountabilities required of the position and are the predominant criteria by which performance will be assessed. *THIS ROLE WILL ALSO INCLUDE OTHER DUTIES AS ASSIGNED.*

Working Relationships, Autonomy, and Supervision:

The Custom Shop Mechanic/Custom Applicator must interact regularly and appropriately collaborate with customers and cooperative personnel.

Work direction from: Shop Supervisor and Agronomy Manager

Required Qualifications, Experience & Knowledge (Minimum level of formal education required for competent performance of the technical duties; previous experience requirements; personal competencies & characteristics deemed necessary for success in the position:

1. Education and Previous Experience:
 - a. A minimum of a High School Education, 2 years vocational-technical school or equivalent
2. Previous Experience:
 - a. A minimum of 1-2 years of Agricultural-related job experience
 - b. A positive work track record
3. Personal Competencies and Characteristics:
 - a. Customer service oriented with an ability to objectively problem solve, manage difficult customer situations.
 - b. Resourceful, self-starter who works well in a highly disciplined environment with minimal supervision.
 - c. Ability to pro-actively identify areas for improvement.
 - d. Well-organized process thinker, with ability to adapt to change, and follows directives.
 - e. General understanding of basic mathematics, such as adding, subtracting, multiplying, and dividing and an ability to perform these operations using units of American money, weigh measurement, volume and distance.

Physical Requirements of the Job:

Successful performance of this job requires the physical capacity to satisfactorily perform the activities noted below. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Routine use of a computer and cell phone.
- Frequently standing, walking, sitting, climbing, driving, lifting, talking, and hearing.
- Vision abilities required include close, distance and the ability to adjust focus.
- Working at this facility entails continuous exposure to chemicals, fertilizer, dirt, dust, dampness, airborne particles, extreme weather conditions and temperatures, heavy equipment and moderate noise levels, and other attributes common to such sites.
- Will require ability to lift 50 lbs. and routinely do physical work for 8-12 hours per day.

This Job Description does not constitute a written or implied contract of employment. The Company reserves the right to revise or change job duties and responsibilities as the need arises. Other duties may be assigned at any time, as needed, by management. Requirements are representative of the minimum levels of knowledge, skills and experience required.

Print Employee Name:

Signature:

Date:

Supervisor/Manager Signature:

HR Signature: