



Job Description

Job Title: Ag Plant Laborer (fertilizers & chemicals) level 1			
Division:	Agronomy	Job Code:	520
Location:	28410 Milliron Rd Junction City, OR 97448	Travel Required:	No
Level\Pay Range:	~ Minimum +\$1	Position Type:	Labor, hourly, non-exempt
Reports to:	Ag Plant Operator	Work Schedule:	Mon-Fri, willingness for some overtime and occasional Saturdays

PURPOSE

The purpose of this job is to prepare and process shipments of crop input products for our customers. This job significantly contributes to Pratum’s overall mission, which is to be **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are general tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned by management.

TASKS & RESPONSIBILITIES

- Assist site manager in meeting and greeting customers and learn their product or information needs and be able to forward to appropriate staff
- Meet and assist incoming dry fertilizer truck transports, ascertain the commodity hauled and assist in directing them to the unloading area and follow through to make certain receiving system is set for the appropriate product bin, filling in required documentation
- Process customer orders as directed, preparing product for loading
- Enter/write required information on shipping tickets and/or reports
- Safely operate forklifts and small front loaders for blending dry fertilizer and handling materials
- Perform beginning of shift equipment inspections and clean plant equipment after it is used
- Fill chemical tanks and trucks as needed
- Maintain safe, clean and organized warehouse environment by sweeping floors, emptying trash cans, organizing product shelves and pallet areas
- Assist with repair, maintenance, and safety issues on all tank equipment
- Make sure all containers, pumps and valves are properly stickered for warnings, deposit and tank testing when appropriate



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EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum’s Values
 - **Integrity:** always doing the right thing
 - **Safety:** committed to a safe environment for our employees and customers
 - **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
 - **Results Oriented:** delivering on your promises
 - **Teamwork:** respecting one another with humility, working with the ag management team
 - **Stewardship:** careful and responsible management of our resources and environment
 - **Customer Service:** exceeding expectations of those we serve

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Warehousing experience
- Fertilizer and chemical warehousing experience a “plus”

PREFERRED SKILLS

- Equipment maintenance
- Inventory control
- Knowledge of and experience with agricultural operations

Prepared By:	Mark Garland, HR Manager	Date:	March 4, 2021
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	
Employee Name:		Email:	
Employee Signature:		Date:	Click here to enter a date.



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Physical Requirements

General Notes:

Primarily a warehouse position with some significant physical requirements

Tools & Equipment Used:

Typical office equipment, lift and scoop equipment, pumps, trucks, shop equipment, etc.

ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting			X			1	2
Standing				X			
Walking				X			
Change Positions?				X			

LIFTING AND CARRYING

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs				X	
51-75 lbs			X		
>75 lbs		X			

Maximum # lifted/carried without assistance 80 Lifts/carries exceeding this weight are done with 2 people or lift device

OTHER PHYSICAL REQUIREMENTS

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist			X		
Crouch/squat			X		
Kneel/Crawl		X			
Walk-Level surface				X	
Walk-Uneven surface			X		
Climb Steps/Ladder				X	
Work at heights			X		
Reach at or above Shoulder			X		
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing				X	
Operate foot controls				X	

ENVIRONMENT:

Inside 40 % of time Outside 60 % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Employer Representative(s):

Print Name	Title	Signature	Date