



Job Title: Ag Fertilizer Plant Warehouse Operator

Division:	Agronomy	Job Code:	
Location:	2892 Howell Prairie Rd Salem, OR 97305	Travel Required:	Local trainings at times
Reports to:	Ag Operations Manager		

Job Description

PURPOSE

The purpose of this job is to receive, prepare and process shipments of crop input products for our customers as well as deliver those products to those 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 specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

TASKS & RESPONSIBILITIES

- Receive and process incoming products and paperwork
- Load and unload trucks with a forklift
- Fill chemical tanks and trucks as needed
- Process customer orders to create purchase orders, and prepare product for loading
- Enter/write required information on shipping tickets and/or reports
- Make deliveries by driving truck to and from customers or vendors
- Perform daily safety inspections on forklift
- Light mechanical duties (e.g. replacing bearings, rebuilding small motors)
- Manage fabrication and welding repair projects
- Manage parts inventory, order replacement parts as necessary
- Maintain safe and clean work environment by keeping tanks, shelves, pallet area, and workstations neat; maintaining clean shipping supply area

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



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- **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
- Passionate engagement with Pratum Agronomy, motivated to contribute to Pratum’s success
- Good math and organizational skills with the ability to prioritize multiple assignments
- Willingness to work overtime during the busy seasons
- Meet everyone with a smile

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent preferred
- Class A CDL

PREFERRED SKILLS

- Computer skills
- Inventory control
- Knowledge of and experience with agricultural operations

Prepared By:	Mark Garland, HR Manager	Date:	January 5, 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 70 % of time Outside 30 % 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