



Job Description

Job Title: Ag Material Handler + Truck Driver			
Division:	Agronomy	Hours:	7:30am to 4:30pm with seasonal overtime required
Location:	3653 NE Steelhead Run Dr Albany, OR 97321	Travel Required:	No
Level\Pay Range:	Non-exempt \ DOE	Position Type:	Labor & Truck Operations
Reports to:	Ag Operations Manager		

PURPOSE

The purpose of this job is to 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 product shipments as directed, filling in required documentation
- Load and unload trucks with a forklift, perform daily forklift inspections
- Enter/write required information on shipping tickets and/or reports
- Manage product inventory: rotate stock, efficiently use space, perform routine inventory checks
- Use front-end loaders and skid steers to move inventory between bulk bins and blenders
- Fill chemical tanks and trucks as needed
- Make sure all containers, pumps and valves are properly stickered for warnings, deposit and tank testing when appropriate
- Process customer orders as directed, preparing product for loading
- Make deliveries by driving truck to and from customers or vendors
- Maintain safe and clean work environment by keeping tanks, shelves, pallet area, and workstations neat; maintaining clean shipping supply area
- Assist with repair, maintenance, and safety issues on all tank equipment
- Maintain trucks by completing required inspections for CMVs, preventative maintenance requirements, arranging for repairs when needed

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



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- **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
- 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
- Maintain at least a class A Commercial Driver’s License with a good driving record and appropriate endorsements (or be willing to attain a Class A CDL within first 3 months of employment)

PREFERRED SKILLS

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

Prepared By:	Mark Garland, HR Manager	Date:	March 20, 2018
Approved By:		Date:	Click here to enter a date.
Last Updated By:	Brandi Hollstein	Date/Time:	May 11, 2022
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 truck driving requirements and 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	Up to 6
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