

**Kanza Cooperative Association
Job Description**

Job Title: Tender Truck Driver
Department: Agronomy
Reports To: Location Manager/Agronomy Managers
FLSA Status: Non-exempt
Prepared Date: October 2017

SUMMARY

The tender truck driver is responsible for tendering rig operators while learning to operate rigs, as well as general vehicle and equipment maintenance, and providing maximum service to customers. Additional responsibilities include promoting company and branch location employee cohesiveness through effective communication, teamwork, shared services, and by following safety policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (Other duties may be assigned.)

Responsible for tendering fertilizers, herbicides and pesticides to applicators and/or customers
Loads and unloads fertilizer and chemicals
Fills anhydrous ammonia tanks
Responsible for upkeep and repairs for all vehicles and equipment and reporting any issues to management
Learns, understands and complies with all safety and government regulations
Learns to operate all tending equipment
Basic knowledge and understanding of all chemicals, fertilizers and their abilities of control
Responsible for operating within the credit and operations guidelines
Provides excellent customer service by managing difficult or emotional situations; responding promptly to customer needs, resolving questions, complaints and concerns immediately and meeting commitments
Ability to work a varied schedule including: days of the week, shifts and hours per week (including overtime as needed)
Assists other locations to accomplish company goals
Attends training opportunities to improve job skills
Attends safety and training meetings
Performs routine maintenance and repair on all agronomy equipment
Completes all paperwork accurately, timely and in accordance with requirements
Effectively communicates by verbal and written means with customers, employees and management
Maintains and promotes safety awareness and follows safety policies, procedures and reporting requirements
Must comply with all state and federal laws, codes and regulations
Presents a clean and professional appearance
Responsible for prompt and regular attendance
Employee is required to perform all other duties as assigned

SUPERVISORY RESPONSIBILITIES:

This job position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, demands and environments described below are representative of those an employee encounters while performing the essential functions of this job. 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); or one to three months related experience and/or training; or equivalent combination of education and experience. Familiarity with agronomy and equipment preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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.

CERTIFICATES, LICENSES AND REGISTRATIONS

Commercial Driver's License (Class A)

REASONING ABILITY

The ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Able to deal with problems with several concrete variables in standard situations. Must be able to think quickly and perform a mental assessment of workplace hazards, take appropriate precautions, and choose appropriate PPE as dictated by need, regulation, and labeling.

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 frequently required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; taste or smell; stand; walk; sit; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds. The employee may frequently need to climb ladders (may range from 20' to 180') and stairs. This may include structural ladders as well as climbing into applicator rig, large vehicles, and/or tractors. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must understand and implement all related safety policies, procedures and programs for prevention and protection while performing job duties in various work environments.

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; outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals; and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock and explosives. The noise level in this work environment is usually loud (although not believed to exceed the eight-hour threshold for working in or around loud equipment). The employee must understand and implement all related safety policies, procedures and programs for prevention and protection while performing job duties in various work environments.

DISCLAIMER

This job description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can perform the job as stated above and am able to work in these conditions.

This job description in no way alters “employment-at-will”.

Signature

Date