

**Kanza Cooperative Association  
Job Description**

**Job Title:** Rig Operator  
**Department:** Agronomy  
**Reports To:** Location Manager/Agronomy Managers  
**FLSA Status:** Non-exempt  
**Prepared Date:** October 2017

**SUMMARY OF POSITION**

The rig operator is responsible for application of chemicals and fertilizer; general vehicle and equipment maintenance; and providing maximum service to customers. The rig operator is also responsible for providing maximum service to members and patrons, and promoting company and employee cohesiveness through effective communication, teamwork, shared services, and by following safety policies and procedures.

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

Demonstrates basic knowledge and understanding of all chemicals, fertilizers and their abilities  
Loads and unloads fertilizer and chemicals  
Efficiently and accurately applies chemicals and fertilizers and processes related documentation  
Leads tender truck drivers  
Processes treatment of seeds  
Responsible for anhydrous ammonia inventory and maintenance  
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  
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 related 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.

### **COMPUTER SKILLS**

To perform this job successfully, this position requires proficiency with basic computer operation skills or the ability to learn and maintain basic computer operation skills, related software/equipment.

### **CERTIFICATES, LICENSES AND REGISTRATIONS**

Commercial Driver's License (Class A) with a hazmat endorsement  
Custom Applicator's License (1-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**

While performing the duties of this job, the employee is regularly 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 frequently 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**

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".

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Signature

\_\_\_\_\_  
Date