

Position Objective and Responsibilities

Job Title: Certified Sprayer and Spreader Operator

Reports To: _____ in the
_____ department.

Position Objective

To deliver and distribute agronomy products in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Position Responsibilities

The certified sprayer and spreader operator's responsibilities involve operations, reporting, sales and service, safety and maintenance, and other duties as assigned by management.

The certified sprayer and spreader operator will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Operations

"Operations" involves performing operations and deliveries in an efficient manner.

1. Operate spraying and spreading equipment properly and in accordance with delivery tickets
2. Mix fertilizer or chemicals properly to ensure quality standards and accuracy
3. Deliver product as assigned
4. Report needed inventory items to your supervisor

Reporting

Reporting involves invoicing all product deliveries promptly and accurately, submitting application records, and informing your supervisor of outstanding conditions.

Invoice all product deliveries promptly and accurately

1. Ensure all tickets presented to the office are correct
2. Present a copy of each transaction to the customer after each delivery
3. Turn all sales tickets into the office daily
4. Ensure all cash receipts are turned in daily and are accurate

Submit application records

1. Submit application records to supervisor daily
2. Fill out application records completely and accurately
3. Inform your supervisor of discrepancies in your reports and invoices as soon as you are aware of them

Inform supervisor of outstanding conditions

1. Inform your supervisor of potential problems or potential new business opportunities directly or indirectly related to your department

Sales and Service

Service involves providing customer service that will result in greater sales.

1. Greet customers promptly and courteously with a friendly smile and a hello, and thank them for their business
2. Work with customers to resolve problems and report complaints to your supervisor
3. Suggest other items for purchase, when appropriate
4. Actively work to increase personal skills and knowledge
5. Attend product, merchandising, and cooperative meetings as requested
6. Wear a clean uniform and be neat
7. Lose no customers due to the quality of service provided by the department

Safety and Maintenance

Safety and maintenance involves maintaining equipment, operating trucks and equipment safely, communicating safe storage and handling procedures to customers, and upholding company safety policies.

Maintain equipment

1. Maintain application equipment and recommend replacement when necessary
2. Maintain fertilizer plant and warehouse as assigned
3. Report any unsafe equipment or working conditions to your supervisor
4. Do not exceed unit expenses of _____

Operate trucks and equipment safely

1. Maintain a certified applicator license
2. Receive no OSHA, state, or federal citations
3. Receive no valid customer complaints concerning your driving

Communicate safe storage and handling procedures to customers

1. Ensure customers are informed of safe product handling

Uphold cooperative safety policies

1. Ensure facilities and equipment meet federal, state, and OSHA regulations
2. Make recommendations on replacement, additions, or deletions of facilities and equipment when needed and/or economically justified

Other Duties

The certified sprayer and spreader operator will uphold cooperative policies, perform other duties as assigned by management, and will enforce and uphold the cooperative's credit policy.

Uphold cooperative policies

1. Uphold all cooperative policies

Perform other duties as assigned by management

1. Perform duties as requested by management

Enforce and uphold the cooperative's credit policy

1. Make credit terms known to all employees and customers
2. Do not charge to customers on COD
3. Do not extend credit to customers who have not been approved by the credit manager
4. Do not authorize customer charges that exceed set credit limits
5. Keep all personal accounts current