

**Northern Partners Cooperative Position Description**

<b>Position Title:</b>	Operations and Maintenance Technician		
<b>Position Grade Level:</b>		<b>FLSA:</b>	Non-Exempt
<b>Division/Department:</b>	Agronomy		
<b>Location:</b>	Ottawa		
<b>Reports To (Title Only):</b>	Location Manager		
<b>Date of Original Position Description:</b>	07/2016		
<b>Date of Revision:</b>	12/05/2016		

**Is this Position (Check One):** *Double-click gray check box & select "checked" as the default value in the dialog box for the one you choose*

New Position

Updated Position

**A. Position Summary:** Describes the nature and level of work.

The Operations and Maintenance Technician is responsible for plant maintenance for Northern Partners Cooperative and any operational type procedures. They will perform essential maintenance functions to uphold Northern Partners Cooperative's equipment at locations as well as offer outstanding customer service that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, and help achieve the cooperative's mission and goals.

**B. Essential Functions:** These are the duties that are essential to why the Position exists. Each duty must take at least 10% of an incumbent's time to be considered essential. Duties that take less than 10% of time should be included in Section C (Other Duties).

1. **Operations:** Assist in all operational duties at the location as prioritized by season and location manager direction. This includes, but is not limited to, anything relating to application. Also, delivers to customers products and services that are sold by the branch. (30%)
2. **Safety:** Takes responsibility for monthly facility inspections, as by OSHA inspection standard. Completion of safety reports and required records. Follows all safety procedures and reports any incidences that could compromise the safety integrity of Northern Partners Cooperative. Maintains a safe working environment and promotes safety amongst customers and employees. If any unsafe working conditions arise, notifies Location Manager immediately. (20%)
3. **Customer Service:** Projects a positive attitude to co-workers and customers at all times. Provides outstanding and courteous customer service. Promotes the business with existing and potential customers. (20%)

<p>4. <b>Maintenance:</b> Performs required preventative maintenance and have all preventive maintenance reports turned in on time. Never allows maintenance to get to a level where equipment is not usable. (15%)</p> <p>5. <b>Locational Duties:</b> Keeps the Location Manager informed of operational, customer, vendors, or employee issues that may arise. Assists in keeping all inside and outside work areas extremely neat and orderly. (10%)</p>
<p>C. <b>Other Duties:</b> If applicable, list those duties that take at least 5% but less than 10% of the incumbent's time, and include % of time as above.</p>
<ul style="list-style-type: none"> <li>• Other duties as assigned. (5%)</li> </ul>
<p>D. <b>Supervisory Responsibility:</b> For Positions with supervisory responsibility, an Organizational Chart, with incumbent TITLES indicating direct and indirect supervision may be used in lieu of listing employee Position titles below.</p>
<p>Does this Position have supervisory responsibility? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>
<p>E. <b>Supervision Required:</b></p>
<p><input checked="" type="checkbox"/> <b>Direct Supervision</b> – work is closely reviewed and procedures are established, work is of a routine nature.</p>
<p><input type="checkbox"/> <b>General Supervision</b> – work is assigned with intermittent review necessitating the use of independent judgment in choosing work methods and performing Position duties without close review.</p>
<p><input type="checkbox"/> <b>Minimal Supervision</b> – work is often established by the incumbent and procedures are prioritized by individual in order to accomplish complex goals and tasks. There is relatively little routine work and decision-making is required.</p>
<p><input type="checkbox"/> <b>Self-Directed</b> – very complex duties require complex problem solving and high level authority delegated with review on a quarterly or annual basis determined by organizational goals and strategies driven by the mission. Duties are almost totally non-recurring.</p>
<p>F. <b>Education:</b> List the <u>minimum level</u> of education required to perform the work at the entry level of the Position.</p>
<ul style="list-style-type: none"> <li>• High School Diploma or equivalent is required.</li> <li>• Valid Driver's License is required.</li> <li>• Class A CDL with HAZMAT, tanker, and airbrake endorsements required; NPC will assist in obtaining.</li> </ul>
<p>G. <b>Experience:</b> List the minimum amount of experience required to perform the work at the entry level of the Position.</p>

<ul style="list-style-type: none"> <li>• 1-3 years related experience and/or training preferred.</li> </ul>
<p>H. <b>Knowledge:</b> Describe the things that the employee must know (knowledge) to be able to perform the essential functions.</p>
<ul style="list-style-type: none"> <li>• Knowledge of farming practices.</li> <li>• Knowledge of technical skills and abilities necessary to perform required job to establish standards.</li> <li>• Remains current on industry developments and trends in area of expertise.</li> </ul>
<p>I. <b>Skills:</b> Describe the things that the employee must be able to do (skills).</p>
<ul style="list-style-type: none"> <li>• Approachable; puts others at ease, give full attention, shows interest, responds appropriately. Builds relationships both internally and externally through professional and highly developed verbal and written communications.</li> <li>• Analyzes problems and sources of conflicts, communicates with direct reports for help with resolution and problem solving.</li> <li>• Ability to operate equipment (application equipment and machinery, shop tools, fork lifts, class A and B trucks).</li> </ul>
<p>J. <b>Reasoning Ability:</b> Describe the things that the employee must analyze (reason or interpret) as a part of their daily work.</p>
<ul style="list-style-type: none"> <li>• Ability to function independently where appropriate but to recognize when issues escalate and need to be referred to other resources.</li> <li>• Ability to assess a situation and determine the best course of action (sound, good judgment).</li> </ul>
<p>K. <b>Physical Demands:</b> Describe the things that the employee must be able to physically manage in performing their Position. Select one from the below list and add any additional information.</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Physically comfortable (office)</li> <li><input type="checkbox"/> Light effort (stooping/bending)</li> <li><input type="checkbox"/> Moderate – walking/standing for long periods</li> <li><input checked="" type="checkbox"/> Considerable physical exertion</li> <li><input type="checkbox"/> Strenuous – lifting of 75 # or more</li> </ul>

**Approvals**



<b>Employee:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Manager Approver:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>
<b>HR Approver:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>