



JOB DESCRIPTION

Job Title: Seasonal Operator	Version Date: 2018
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Division: Sylvite Agri-Services	Location: Putnam	Page 1 of 2
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This position reports to the Operations Manager or Branch Manager for the relevant facility.

JOB RESPONSIBILITIES:

FUNCTION

- Responsible for supporting the operations of the branch/terminal in receiving, handling and shipping crop input/ grain products.

SITE OPERATIONS

- Adhere to all health, safety and environmental regulations
- Maintain professionalism and a customer service attitude towards customers or truck drivers when delivering or picking up products at the branch
- Receive trucks (or railcars and vessels where applicable) of fertilizer, seeds, chemicals or other products
- Load trucks with fertilizer/Grain
- Make fertilizer blends as directed by the sales team for customer pick-ups or deliveries
- Deliver fertilizer or assist custom applications
- Perform routine maintenance on loading and blending equipment
- Package fertilizer or other dry products as required
- Load packaged products with a forklift as required
- Perform routine clean up and maintenance of the site
- Perform functions as requested by the relevant supervisor

COMPANY KNOWLEDGE AND MUTUAL SUPPORT

- Become knowledgeable about all Sylvite divisions and the products and services they provide to customers
- Documentation of all processes and tasks for which a function is responsible
- Demonstrate a high degree of service to and collaboration with other business units
- Provide support to other department members maintaining a sense of team
- Provide positive feedback to others when possible; coach others for success
- Recommend opportunities for improvement of processes and systems as a result of the function performed or based on observations
- Recommend opportunities for reducing costs

Job Title: Seasonal Operator	Page 2 of 2
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KEY PERSONAL ATTRIBUTES REQUIRED FOR THE POSITION:

- Hard working and takes direction
- Positively leads by example
- Can assist in directing others
- Learns quickly
- Ability to foster a teamwork environment
- Communication skills
- Decision-making and problem-solving skills
- Customer service orientation

EDUCATION, EXPERIENCE and/or TRAINING REQUIREMENTS:

1+ year Grain elevator experience
1+ year fertilizer blending experience
1+ year loader experience
DZ license is an asset

WORKING CONDITIONS:

(unusual level of condition – measured according to duration, intensity and frequency)

Physical Effort (physical activity - lifting, carrying, physical motion)	Significant physical activity, repetitive and regular lifting up to 25kg
Physical Environment (temperature, noise, other environmental or hazardous conditions)	Outdoors with some exposure to chemicals and dust. Can include significant exposure with suitable PPE
Sensory Attention (effect of the job on one or more of the senses)	Normal
Mental Stress (social disruption, increased anxiety/stress)	Normal