



## Agronomy & Operations Associate – Bison Cooperative

Bison Cooperative is searching for an **Agronomy & Operations Associate** for their Bison, OK location. The Agronomy and Operations Associate is responsible for assisting with the sales of feed, seed, fertilizer, and grain sales person and providing excellent quality service in the application of fertilizer and chemicals. Must be prepared for the environment to ensure proper application. The Cooperative offers very competitive pay, paid health insurance, retirement plan. Apply now to join our Bison Coop team! **Qualified candidates may Send resumes to:** [bison.coop.manager@gmail.com](mailto:bison.coop.manager@gmail.com)

### JOB DESCRIPTION

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned. Assist General Manager in promoting the value of the Cooperative by maintaining a favorable image within the community.

- Must possess knowledge and experience in fertilizer, chemical, and seed business, and take training classes to enhance skills.
- Ensure sales tickets are correctly completed before delivering a product to the customer.
- Double-check that the fertilizer and chemicals are properly mixed and blended before delivery.
- Ensure that the spreader is rinsed and cleaned out per company policy before changing products.
- Double-check the legal description of the field on which the product will be spread, and ensure you are applying the product in the right field.
- Assist with scheduling and coordinating tender truck deliveries to maximize timely spreader operations.
- Continuously check weather conditions to prevent or reduce the drift of chemicals onto adjoining fields. Check for the presence of susceptible crops that might be damaged by chemical drift, following chemical labels before beginning sprayer operations.
- Keep the shop and warehouse areas in a clean, safe condition.
- Perform routine maintenance on company vehicles and equipment.
- Take soil samples as required.
- Investigate all agronomy patron complaints such as chemical non-performance; work with chemical representatives to secure prompt solutions to problems.
- Work with seed company representatives to promote the best seed varieties for patrons in trade territory and to establish seed test plots.
- Work with patrons to develop crop planning. Such as crop rotation, fertility, and best management practices for their acres; follow-up visits to check on results of planning.
- Make recommendations to patrons on fertilizer, chemical, and seed use and practices that are practical for the area and producer farming needs.
- Must calculate rates of application for chemicals, fertilizer, and figure costs per acre for patrons. Excellent communication skills are required.
- Must be able to develop rotational cropping recommendations for producers based on their farming operations and current research on crops adapted to this area.
- Must be able to explain the advantages and disadvantages of specific cropping sequences.
- Work with management in forming marketing strategies and pricing of products and programs for patrons.
- Get application information back daily and ensure timely ticket preparation.
- Ensure proper information is on application records, wind speed, temperature, field, etc.
- Ensure accurate inventory management and that tickets for all fertilizer, chemical, and see, as well as application, are done daily
- Ensure that the inventory of products is appropriate for the level of anticipated business and that the quality and pricing of the inventory are appropriate to allow the company to meet its' desired margins.



- Must operate a forklift, floater, and row crop applicator with proper training.
- Work with seed, chemical, and fertilizer reps in all areas, including correcting any problems that arise; this must be done in a timely fashion, especially in the area of chemicals, as they have the strictest rules as to product performance and timely reporting of problems so that they may be remedied
- Will work in other areas of operations as required.
- Prepare inventory, application, and sales reporting.
- Maintains and promotes safety awareness; follows safety policies, procedures, and reporting requirements
- Regular and sustained attendance.
- The employee must perform all other duties as assigned by General Manager.

### **SUPERVISORY RESPONSIBILITIES**

No supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Agronomy or other Ag related field from a four-year university is desirable. Associate's degree (A. A.) or equivalent from a two-year College or technical school; or six months to one-year related experience and training; or an equivalent combination of education and experience is required.

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

- A pesticide License with a Fumigation rider preferred
- Commercial Driver's License (Class A; Hazmat, Air Brakes) preferred
- Custom Applicators License (1-A) needed within the first year of employment
- Current and valid driver's license required

### **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 an organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

### **REASONING ABILITY**

The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to deal with problems with several concrete variables in standardized 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 frequently required to use hands and fingers to grasp, handle and 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 move up to 50 pounds and occasionally lift and 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 and climbing into applicator rigs, large vehicles, and tractors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees 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 occasionally exposed to wet and humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate. Employees must understand and implement all related safety policies, procedures, and programs for prevention and protection while performing job duties in various work environments.

**NOTE:** Specifically, this job entails working in and around a grain elevator, climbing ladders, and working in high and confined spaces. It includes functions associated with the operation of a grain storage elevator that includes fumigation and inspection of stored grain. The environment is frequently dusty, with extreme weather conditions ranging from high heat to cold and wet conditions common.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.

#### **SAFETY SENSITIVE POSITION (Yes/No): YES**

Safety-sensitive positions are defined as a job or positions where the employee holding this position has the responsibility for their own safety or other people's safety. It would be particularly dangerous if:

- Such an employee is using drugs or alcohol while on the job. This could include legal or illegal controlled substances.
- The employee cannot provide their complete time and attention in performing the sensitive or hazardous tasks of the position.
- Physical limitations of the job could result in injury or harm to employees or others.

#### **DISCLAIMER**

This Job Description indicates the general nature and level of work expected and does not imply a contract of employment. Employment is at-will. It is not designed to cover every activity, duty, or responsibility required of the employee. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.