

MOUNTAIN VIEW CO-OP

JOB DESCRIPTION

Job Title: OTR Driver

JOB PURPOSE/SUMMARY

This position is responsible for driving tasks as related to delivery of products. All decisions and actions will be consistent with company policy and procedures.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Comply with safety regulations and maintain clean and orderly work areas.
- Drive trucks to haul crops, supplies, or tools.
- Adjust, repair, and service farm machinery and notify supervisors when machinery malfunctions.
- Provides emergency/unscheduled repairs of production equipment during production.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Observe and listen to machinery operation to detect equipment malfunctions.
- Manipulate controls to set, activate, and adjust mechanisms on machinery.
- Conducts machine setup, troubleshooting, repairs as necessary.
- Interact with employees in person and on the phone.
- The operator is responsible for proper operation and normal maintenance of the equipment like a pre-trip inspection of the truck and trailer, checking fluid levels of the truck and sprayer daily, other routine checks.
- Other responsibilities are to complete all tasks as directed by manager.
- Complete a daily truck log and submit reports of mileage covered at EOD.
- Observe and report equipment or mechanical failures immediately.
- Manage routes and routines so they proceed in the most efficient way possible.
- Find ways to conserve resources, including fuel, to benefit the business.
- Serve as a brand advocate and ambassador in every interaction with clients and the public
- Conduct daily inspections of the vehicle at the end of the shift and report any problems or damage to management.
- Comply with all DOT and in-house regulations and rules.

Other Areas of Responsibility

- Responsible for compliance with the safety policy as outlined in the Employee Handbook.
- Attend training sessions as they relate to this position.
- Complete any and all tasks assigned by department manager or other supervisor, whether in the assigned division or another division of MVC.
- Provide a custom spraying service to customers of Mountain View Co-op
- This requires the ability to drive a tandem axle truck with a trailer to the fields, mixing the chemical as recommended by the agronomy center manager, and spraying the field.
- Comply with company policy at all times
- Perform all other duties as assigned or needed.

QUALIFICATIONS/REQUIREMENTS

Minimum Education: Requires a high school diploma/GED
Requires a valid Commercial Driver’s License.

Knowledge/Skills/Abilities: Knowledge of equipment operation and maintenance.
Knowledge of Department of Transportation regulation.
Able to cross the border into Canada as needed.

Other qualifications: Be a team player with a positive attitude and a willingness to do
whatever is required to meet the goals of the team

MENTAL AND PHYSICAL DEMANDS

Sitting	28%	Reaching	Some
Standing	27%	Manual Dexterity	Frequent
Walking	45%	Telephone	Some
Kneeling	Some	Computer Screen	Some
Bending	Some	Lifting	70 lbs

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel as classified.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Human Resources: _____ **Date:** _____