



***Shared growth.
Shared success.***

DATE REVISED: October 11, 2007

CLASS: Exempt

JOB TITLE: Senior Location Manager

REPORTS TO: Director of Operations

JOB SUMMARY: Directs all operations, maintenance, cleanliness, and product quality control for grain elevator along with sales of feed, seed, and other agricultural products. Responsible for supervising agronomy operations for assigned location including agronomy sales, quality of application, maintenance on all agronomy equipment, control of all agronomy product inventory, and maintaining safety and regulatory compliance issues. This position provides management direction to elevator staff, office staff, and agronomy staff. Completes special projects as assigned by area manager.

ESSENTIAL QUALIFICATIONS:

1. Proven management skills.
2. Current operational knowledge of all machinery in elevator, all spray rigs and tender trucks located at assigned location.
3. Ability to make minor repairs and conduct maintenance on grain handling equipment and agronomy application and storage equipment.
4. Working knowledge of applicable OSHA, EPA, and DOT regulations.
5. Good working knowledge of seeds, chemicals, fertilizer products, corn, wheat, beans, milo, and sunflowers.
6. Planning, Coordinating, Communication, Supervisory, and Training skills.
7. Organization and Analytical skills.
8. Commercial Driver's License (A) with Hazardous Materials and Tanker endorsements.
9. Custom applicator's license and 7B grain fumigation license.
10. Able to work independently with minimum supervision.
11. Computer and data entry skills.
12. Ability to read, interpret, and apply common scientific, technical, and legal journals.
13. Ability to react to change productively and handle other essential tasks as assigned.
14. Strive to exceed customer expectations at each transaction.
15. Ability to handle emotional situations and resolve complaints of customers, co-workers, or regulatory agencies.
16. Ability to write and log information, produce reports, and verbally communicate information to location manager.
17. Frequently lift or move 50 pounds and occasionally lift or move 100 pounds.

PERSONAL PROTECTIVE EQUIPMENT:

Hard hat and eye protection is required in restricted areas. Appropriate personal protective equipment (i.e. goggles, gloves, long sleeve shirt, and face mask) required when handling chemicals.

REQUIRED EDUCATION AND/OR EXPERIENCE:

A Bachelor's degree in Agronomy or related agricultural field or five years of equivalent experience is required.

JOB REQUIREMENTS:

1. Supervise the daily activities of the elevator superintendent and the grain handling staff, office staff, and agronomy staff including: interviewing applicants, making hiring decisions, conducting training, writing performance appraisals, recommending salary and position changes, providing daily direction, operation of equipment, completion of paperwork, quality of work, and discipline or performance issues.
2. Train your new employees on all applicable MKC safety policies, conduct monthly safety meetings, insure your employees comply with MKC safety policies, and maintain safety records.
3. Receive and ship grain in the most efficient manner possible using available staff.
4. Maintain the grain in the elevator to the highest standard of quality possible. Improve and adjust procedures to accomplish this goal.
5. Blend all grains as necessary when shipping out to achieve maximum grade and price for the cooperative and our customers.
6. Provide grain drying services (if available) by grading and testing grain before and after grain drying operation and reporting grades to office so that accurate service charges may be calculated.
7. Sample and place an inspection grade on all incoming and outgoing grain shipments as a basis for accurate pricing, report grades to office so that accurate service charges can be calculated. Report quality by grade and quantity of grain going into storage to the office.
8. Maintain all grain handling and agronomy equipment in the highest possible operating condition. This includes all rolling stock as well as stationary equipment. Will work with area manager to schedule and budget all major repairs and upgrades to the facility.
9. Make agronomic recommendations to customers using best practices decisions for the grower and to ensure effective delivery of agronomy services to customers.
10. Work directly with Field Marketer assigned to your locations.
11. Oversee sale of seeds, chemicals, and fertilizer at assigned location.
12. Bill accurately and clearly communicate details of delivery.
13. Grow your customer base by enhancing the profitability of your customers and ensuring no product problems result from services provided in your territory.
14. Maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.
15. Greet customers promptly and courteously with a friendly smile and a hello, thank them for their business, promptly and courteously answer the phone, assist customers with loading and unloading, work with customers to resolve problems and report complaints to area manager.

16. Attend product, merchandising, and cooperative meetings and work to improve personal skills and knowledge. Desire to learn better and more efficient techniques to improve your performance and company profitability.
17. Enforce the cooperative credit policy by making credit terms known to customers, not charging to customers on COD, not extending credit to customers without approval of credit manager, and not authorizing customers to exceed their credit limit.
18. Observe all OSHA, state, and federal regulations; maintain equipment and facilities regularly; and follow housekeeping standards keeping facilities neat and clean
19. Maintain inventory. Transfer inventory in and out based on the situation.
20. Prepare and operate within budgets for all areas of responsibility.
21. Complete special projects assigned by your manager.

WORKING CONDITIONS:

Job involves work inside a climate-controlled office atmosphere and outside in hot and cold weather.

This job description does not list all the duties of the job. You may be asked to perform other instructions or duties.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Please sign below to acknowledge that you have received and understand this job description.

EMPLOYEE SIGNATURE

SUPERVISOR'S SIGNATURE

DATE

DATE