



## **MAINTENANCE/OPERATIONS ATTENDANT JOB DESCRIPTION**

**SUMMARY:** The Maintenance/Agronomy Operations Attendant Performs functions that may include maintenance of equipment, plant, rolling stock, operation of forklifts, loaders, operating tender trucks, filling, loading, and delivering products, loading customers' vehicles with product, unloading of deliveries, inventory control and other duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Performs required and requested maintenance of the location product inventories.**
- **Loads and/or delivers to customers, products and services that are sold by Key Cooperative.**
- **Maintains Inventory Control.**
- **Completes all assigned tasks according to work order estimates and their daily work schedule.**
- **Identifies the most efficient way to safely complete their scheduled assignments.**
- **Displays reliable attendance and schedules time-off with advance notice.**
- **Keeps the Location Manager informed of operational, customer, vendors, or employee issues that may arise.**
- **Promotes the business with existing and potential customers.**
- **Projects a positive attitude to customers and employees at all times; exhibits good customer relations skills.**
- **Performs required preventative maintenance and have all preventive maintenance reports turned in on time.**
- **Implements, promotes, and supports all Key Cooperative programs.**
- **Performs additional tasks that may be required; assists at other locations or departments when requested.**
- **Assists in keeping all inside and outside work areas extremely neat and orderly.**
- **Continuously follows the company employee policies safety guidelines and safety programs established by Key Cooperative.**
- **Completion of safety reports and required records.**

**EDUCATION AND/OR EXPERIENCE:** Education and/or Experience: High school diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience.



**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid drivers license and the ability to obtain a CDL with required endorsements. Core 1-A, 1-B, 1-C Applicator License or willing to acquire.