

JOB DESCRIPTION

TITLE:	Operations Supervisor/Operations, Tier 1
EMPLOYEE NAME:	
REPORTS TO:	Erik Ostlind, Operations Manager, Weiland Farms
DATE:	January 24, 2023
JOB FOCUS	

In this position, you'll flex between Tier 1 Operations during the operations season and Operations Supervisor during the non-operations season. To find success in this position you enjoy being engaged in a large variety of tasks and the seasonality of a grain farm.

The Tier 1 Operations Season is approximately 14 weeks of the year (2 weeks planting, 6 weeks spraying and 6 weeks of harvest). In this role you will share responsibility for Tier 1 Operations with other Tier 1 Operators.

As an Operations Supervisor, you'll help maintain the farm's resources, including personnel, tractors/equipment, the shop and other areas, to ensure high levels of efficiency and success. In the shop, your responsibilities include managing staff and yourself to see through the maintaining the fleet of equipment, troubleshooting repairs, ordering parts & supplies and maintaining organization and cleanliness in the shop.

Outside of the shop, your job is to provide guidance and instruction as well as organize parts and material for the operational group in regard to tasks and activities in non-operations season. You are focused on developing the team through training and coaching and are their initial go-to in times of conflict.

You are a results-minded person with a strong desire to participate in a large-sized, family oriented, and growing organization in crop production. You can operate various farm equipment, have a mechanical knowledge, agricultural-tool expertise, basic computer skills, team leadership ability and strong organization and time-management skills.

JOB TASKS

Repairs and Maintenance:

- Lead and direct others in conducting routine maintenance of machinery and implements.
- Lead and direct others in researching and troubleshooting required repairs.
- Inspect work performed by staff and third parties.
- Together with team, recommend replacement, updates and additions/subtractions to farm fleet.
- Provide guidance and coaching to subordinates to develop and help them find success.
- Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.
- Establish and maintain farm fleet preventative maintenance schedules.
- Maintain maintenance and repair data on farm fleet.
- Use diagnostic equipment to evaluate equipment issues.
- Maintain inventory for farm fleet supplies and parts.

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- Determine and procure parts and equipment to complete repairs and maintenance.
- Define specifications, solicit estimates and oversee third-party repairs.
- Oversee the receipt and checking of new vehicles and equipment for compliance to specifications.
- Keep Operations Manager abreast of fleet readiness.
- Inspects, tests and adjusts equipment.
- Oversee warranty repairs.
- Prepare repair estimates.
- Respond to breakdowns in a timely manner.
- Attach and detach equipment.
- Supervise the cleaning of machinery and implements.
- Fabricate and assemble equipment.

Shop Upkeep:

- Responsible for the clean and organize the workspace for the benefit of the employees and the company.
- Procure, maintain, and organize all tools (mechanical, farm tools).
- Procure, maintain inventory and organizing of farm supplies.
- Develop and maintain shop procedures and policies through positive example, instruction of others.
- Provide input into improvements for greater shop efficiency.

Safety:

- Practice safe work habits and use personal protective equipment as required.
- Routinely inspect all shop equipment and work area to maintain a safe environment.
- Monitor standard operational and working practices to ensure compliance with company safety standards.

Grain Operations:

- Participate in Tier 1 field operations, including planting, spraying and harvesting ensuring accuracy, efficiency and safety.
- Operate the planter being responsible for equipment settings.
- Operate the sprayer being responsible for equipment settings.
- Operate the combine being responsible for equipment settings, leading harvest operations when called upon.
- Occasionally assist in Tier 2 field operations.
- Occasionally operate tending operations for the application of inputs, as required.
- Operate other auxiliary equipment such as skid-steer, forklifts, mowers, loaders, semi-tractors, ATVs, etc.

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- Utilize technology (hardware and software) for efficient task completion and accurate data collection.
- Ensure all equipment is ready for daily use, including equipment fueling.
- Occasionally assist with grain and storage activities.
- Provide input into improvements for greater efficiency in planting, spraying and harvesting.

Team Lead:

- Manage day to day activities of the team in non-operations season.
- Motivating the team to achieve organizational goals.
- Conduct training of team members to maximize their potential.
- Empowering team members with skills to improve their confidence, knowledge, and skills.
- Conduct together with other managers performance reviews.

Other:

- Respond to after-hours emergency calls as needed.
- Assist in the development of an annual budget for area of responsibility.
- Assist in recruiting, screening, training and evaluation of shop employees.
- Develop and maintain good relations with outside vendors that benefit the Company.
- Be willing to perform any task assigned to subordinate staff.
- Attend professional development functions.
- Oversee staff professional development.
- Occasional farm grounds keeping.
- Occasional maintain, repair and clean buildings, acreages and bins.
- Special projects as assigned.

JOB SKILLS AND REQUIREMENTS

Skills:

- Knowledge of organization and operations of a “job shop”.
- Ability to supervise, direct, coach and discipline subordinates.
- Knowledge of standard practices, materials, tools and equipment used in the repair and fabrication of heavy equipment.
- Ability to read diagrams, schematics, and reference manuals.
- Ability to monitor and evaluate organizational performance to assess efficiency and effectiveness.
- Knowledge of safety equipment and procedures associated with heavy equipment and shop work.
- Skills such as the use, maintenance and repair of hydraulics, electronics, gas & diesel engines, welding and fabrication.

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- **Decision Making:** On a regular and continuous basis, exercises the most basic judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the functional area.
- **Communication:** Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

Education:

College-level preferred.

Commercial Drivers License (CDL) required.

Commercial Pesticide Applicators license required.

Experience:

This position requires three years of related experience, including:

- Management of staff daily (required).
- Advanced mechanical skills (required).
- Working within a farm operation (required).
- Job Shop organization and operations (required).
- Precision agriculture (preferred).
- Fabricating experience (preferred).
- Electrical experience (preferred).

Working Conditions

- Some jobs require an employee to be exposed to hazardous work environments.
- Some jobs require an employee to be exposed to inclement weather conditions.
- Work around moving objects, fumes, solvents, grease and oil.

Physical Requirements

- the job duties may require an employee to lift and/or move heavy objects
- the job duties may require an employee to traverse rough terrain

POSITION DECISION-MAKING AUTHORITY

Decision-making authority in operative situations. High level of decision-making authority in maintenance & repair situations.

POSITION TERMS

The position is 40-50 hours per week.

COMPENSATION

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Wage is based on experience. There is no overtime pay provided. Benefits include health care, production bonus, year-end bonus, paid time off, retirement match and personal use of shop facilities.

SIGNATURES	
I have read and understood this description of the duties assigned to my position.	
EMPLOYEE SIGNATURE:	DATE:
I certify that this is an accurate description of the responsibilities required for the position and that it forms the basis for the performance appraisal of the incumbent. The incumbent has received a copy of this position description.	
MANAGER SIGNATURE:	DATE: