



## **MIXING/MAINTENANCE POSITION- LIQUI-GROW OF ELKHORN**

### **Description**

- Manage Fertilizer and Crop Protection Products Receiving and Shipping
- Cooperate with the Retail Manager and plant personnel to mix, load and ship out fluid fertilizers, lawn fertilizer orders, crop protection products (package, shuttles and blended loads) in a timely, safe and efficient manner.
- Take physical inventories of fertilizers, crop protection products and seed, at the request of the Retail Manager or Office Assistant. Understand the importance of handling all products responsibly so that losses of products can be minimized and accounted for.
- Work to make sure that all products blended and shipped from the Elkhorn facility are of a high quality and address any quality concerns that arise.
- Facility and Rolling Stock Repair and Maintenance:
- In cooperation with the Retail Manager, identify, prioritize and make repairs and maintenance on the following:
  - Pumps, piping and tanks.
  - Application and nurse equipment, forklifts, pickups and all rolling stock.
  - Buildings
  - Containment dikes and load/unload pads
  - Conveyors, legs, augers, mixers, boiler.
  - Any other capital asset on the property.
- Ensure that all equipment and rolling stock has been repaired and maintained in advance of the Fall and Spring seasons.
- In cooperation with the Retail Manager, decide whether specific repairs should be performed by plant personnel or done by an outside vendor.
- Organize and maintain a record keeping system to record and schedule maintenance activities on all plant equipment, rolling stock and fixed assets.
- Maintain, organize and stock parts and tools in the shop.
- Individual should be able to weld or have the desire to learn how to weld.
- Safety, Environmental, Property appearance:

- Always keep personal safety and the safety of fellow employees as highest priority when working at the facility or operating company vehicles on the road. Twin State/Liqui-Grow policies must be followed at all times.
- Always handle fertilizers, Crop Protection Products, fuel, micronutrients, storm water and rinsate water in an environmentally responsible manner so that contamination of the facility does not occur. In the event of a spill either at the facility or during transport, always follow Twin State/Liqui-Grow company policy and DATCP state regulations as it relates to reporting, containing, cleanup and disposal of affected soil and property.
- Maintain the facility and rolling stock to portray a positive and professional image on behalf of Twin State/Liqui-Grow.
- Keep the facility, grounds and buildings clean, picked up and orderly.
- Have a thorough understanding of Twin State's safety manual and comply with the company and OSHA standard for maintaining a safe workplace, including being sure that safety equipment is available and in working order.
- Teamwork:
  - Work in a cooperative manner with all full time and part time employees to help foster a spirit of teamwork, mutual respect, good customer service and a professional image on behalf of yourself and Twin State/Liqui-Grow.
- All other duties as assigned.