

HURON BAY CO-OPERATIVE INC.

JOB DESCRIPTION

JOB TITLE: OPERATOR 1

REPORTS TO: BRANCH MANAGER

PURPOSE AND SUMMARY STATEMENT

Under the direction of the Branch Manager, the Operator 1 is responsible for the operation of straightforward equipment and/or machinery, as well as general labour duties. It may be used as a training position to allow incumbents the opportunity to learn about the operation. This position is responsible for the safe operation, general preventive maintenance, and minor repairs of machinery, plant equipment, and buildings as needed. Unusual problems are referred to the Branch Manager or General Manager.

SUPERVISION AND LEADERSHIP

- No responsibilities.

ESSENTIAL JOB FUNCTIONS

- Drives and operates straightforward plant equipment and machinery, such as loaders, forklifts, and/or trucks safely which includes performing the required daily checks to minimize risks, injury, and property damage, inside and/or outside the facility as required.
- Transports custom blended fertilizers, chemicals, seed, and various equipment and ensures all associated documentation, including bills of lading, shipping tickets are accurate and completed according to schedule.
- Transfers goods, organizes the products received in a manner which makes them accessible and easier to retrieve and prepares goods for shipment in order to minimize waiting time for carriers.
- Loads and unloads containers or materials and products on trucks and trailers by hand or by forklift truck.
- Maintains and adjusts straightforward equipment and/or vehicles as required, such as cleaning, lubricating parts, checking fluid levels, refilling equipment tanks, and replacing filters in order to improve performance.
- Maintains warehouse and premises in a clean, organized and safe condition at all times.
- Performs daily safety and maintenance checks on equipment in use.
- Maintains proper personal image and care of company assets, including high maintenance and appearance standards of the assigned company vehicle and equipment.
- Performs minor repairs, and schedules regular maintenance as required. Obtains approval for all repairs.
- Performs a combination of yard work such as mowing, trimming, watering lawns; maintaining flower beds; rakes and bags leaves; cleans grounds and removes litter; shovels snow from walks and driveways and spreads salt on public passage ways to prevent ice buildup; depending on location, performs daily dips of cardlock.
- May be required to blend fertilizer, weigh tanks, and assist in inventory pre-listing and physical counting.
- May support other divisions during peak seasons as required.



- Working as part of the HBC team, ensures that company objectives, customer service levels, employee relations and inter- branch relations are improved and promoted.

OTHER JOB FUNCTIONS

- Follow the Occupational Health and Safety Act (OHSA) regulations for employees: use or wear any equipment, protective devices or clothing required by the employer; report any known workplace hazard to the employer or supervisor; report any known contravention of the Act or regulations to the employer or supervisor; not use or operate any equipment or work in a way that may endanger any worker.
- Participate in HBC training which includes, but not limited to, the mandatory Ministry of Labour course, HBC Health & Safety Standards and Policies, and Accessibility Policies (AODA).
- Performs other duties as assigned.

REQUIREMENTS

- Normally requires a high school diploma or equivalent. Must be at least 21 years of age. A combination of experience and training to provide general knowledge and skills required to safely operate transportation equipment may be considered and documented.
- Must possess a valid driver's license, AZ or DZ preferred or the willingness to obtain.
- Must possess a driving abstract that indicates no responsible accidents during the past 12 months, no driver's license suspensions or criminal acts, and a maximum of 5 demerit points accumulated.
- Exemptions to the above requirements must be justified, documented, and approved.
- Demonstrates safe driving techniques, with ability to operate a motor vehicle safely and efficiently in adverse road, weather, and traffic conditions; demonstrated time management such as determining cost efficient routes, and time efficient scheduling of deliveries.
- Demonstrates ability to read maps, bills of lading, follow specific delivery directions and instructions, follow posted safety rules and safe operating procedures to ensure proper techniques are performed; write and make accurate entries on the daily truck report.
- Demonstrates basic math skills, such as the ability to add, subtract, multiply, and divide in all units of measure and understanding of basic computer skills as they relate to the position.
- Proven ability to work independently, and in a team-oriented environment, and achieve results through others.
- May be required to work extended hours, particularly during peak seasons.

WORKING CONDITIONS

- Work will regularly be conducted outdoors or in a warehousing environment. Regular outdoor activity should be expected, especially during peak seasons
- May be exposed to a moderate amount of climbing and working at heights.
- The Operator may be continuously exposed to dust, agricultural chemicals, fertilizers, fumes and smells from gasoline, propane, diesel fuel, and lubricants.
- The Operator can encounter all kinds of road, field, weather and traffic conditions and may on occasion load and unload freight in varying weather conditions at company or customer facilities.
- CSA approved safety boots are mandatory safety attire. Other personal protective equipment may be required to be worn such as hard hats, coveralls, safety glasses, hearing protection, dust masks, respiratory equipment, hi-vis attire and fall arrest equipment.



DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

