

## **PURPOSE**

The Production Technician is involved in all areas of seed production at Wyffels Hybrids and performs any or all of the tasks associated with general plant operations and field activities. Responsibilities vary throughout the year, and may include crop production, detasseling, harvest, conditioning, packaging, or warehousing.

## **DIMENSION/FUNCTION**

The Production Technician reports to the Plant Operations Manager and may supervise and train seasonal employees throughout the production operation.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list of duties and responsibilities is not all inclusive and may be expanded to include other responsibilities as management may deem necessary from time to time.

- Interact and maintain a positive working relationship with growers, detasseling and roguing contractors, Field Inspectors, and Detasseling Machine Operators.
- Receive and process trucks hauling seed corn from the field for weighing and unloading.
- Oversee husk and sort operation.
- Operate dryer to dry seed corn ears within the prescribed safety, quality, and financial requirements.
- Organize and facilitate the shelling and storage of corn from bins in the dryer facility.
- Supply the Conditioning department with a constant supply of seed.
- Clean and size seed corn.
- Apply appropriate treatment to seed.
- Label, tag, bag and palletize seed corn.
- Enter inventory information into computer.
- Retag in-house seed.
- Re-bag backhaul (returned) seed.
- Organize, store, and maintain inventory of bulk and bagged seed utilizing electronic inventory system.
- Stage seed for shipment in warehouse.
- Schedule and dispatch vehicles for distributing seed to customers, and return of seed during backhaul.
- Perform regular and preventative maintenance of equipment in assigned areas
- Ensure that employees and equipment are utilized efficiently
- Minimize downtime in plant operations
- Supervise seasonal staff and schedule work.
- Required to work overtime hours including weekends and other shifts during seasonal peaks.

## **QUALIFICATIONS**

- Associates degree or higher related to agriculture preferred.
- Two to three (2-3) years of on-the-job or related agricultural experience.
- Must possess a valid driver's license, and remain insurable under company auto policy.
- Possess or willing to obtain a Commercial Driver's License (CDL).

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge of production agriculture and production plant operations.
- Ability to safely perform duties in timely fashion while maintaining seed quality
- Willingness to work in a variety of areas outdoors and indoors in hot, cold, wet and dry conditions.
- Previous training on field inspection
- Ability to work in an unsupervised situation both in warehouse and in field operations
- Effective communication skills
- Ability to adjust to changing conditions and anticipate needs
- Ability to make independent decisions
- Good safety habits
- Supervisory/coaching experience
- Strong organizational skills
- Problem solving and conflict management skills
- Basic level of PC skills
- Forklift operation

## **PHYSICAL REQUIREMENTS:**

Lifting	Seed bags, dryer doors (30 – 70 pounds)	Up to 40% of day
Standing, Walking, Climbing	Stairs and/or ladders, or in field	Up to 75% of day
Sitting	Long periods of time driving forklift, or dispatch work	Up to 75% of day
Squatting and Bending	Inspecting fields, conditioning,	Over 50% of day
Voice	Communication with customers & co-workers	Required daily
Use of Hands	Grasp, push and pull corn and machinery	Up to 50% of day
Typing	Type & enter data into computer	Up to 20% of day
Writing	Manually record data	Up to 20% of day
Vision	Inspect fields, product, and equipment	Up to 80% of day

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The work environment is both outdoors and indoors - in hot, cold, wet and dry conditions.
- Exposure to pollen from corn plants during detasseling season.
- Normally does not work at heights above 8 feet, but is required to walk catwalk to top of dryer which is 30 feet high.
- The noise level is moderate for the majority of the job responsibilities.

# Production Technician Job Description

I understand the job description reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

I have reviewed and understand this Job Description. I agree to perform these tasks and others as assigned by Wyffels Hybrids, Inc. management to the best of my abilities.

I acknowledge that Wyffels Hybrids, Inc. retains the right to change the Job Description as it deems necessary.

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Employee Signature

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Date