

# MERCIER ORCHARDS

**JOB TITLE:** Tractor Driver

**DEPARTMENT:** Customer Service

**REPORTS TO:** U-Pick Manager

**SUMMARY:** Responsible for operating a tractor for the purpose of taking customers to the orchard pulled by wagon

## **DUTIES AND RESPONSIBILITIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Responsibilities include daily safety/function checks on tractors and wagons as well as fluids on the tractor.
- Responsible for communication amongst coworkers via radio during transit through the orchards.
- Responsible for ensuring first aid kits are on tractor before first ride out to orchard as well as the contents needed on the inside of the kits.
- Report any issues prior to loading or shuttling customers to the orchards.
- Secondary responsibility includes attaching wagon to tractor if that has not been completed. Upon the start of your shift, you must check to assure that it has been properly connected.

## **QUALIFICATIONS:**

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- Ability to read and comprehend instructions, correspondence, and memos.
- Ability to write reports and correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must be able to operate tractors for many hours on any given day.
- Must have a valid driver's license
- Must have good knowledge and previous experience in driving a tractor pulling a trailer.

## **COMPETENCIES**

- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

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- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

*The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Occasionally required to stand
- Occasionally required to walk.
- Frequently required to sit.
- Frequently required to use hands.
- Frequently required to reach with hands and arms.
- Frequently required climb or balance.
- Occasionally required to stoop, kneel, or crawl
- Frequently required to talk or hear.
- Occasionally required to lift/push light weights (up to 100 pounds)
- Specific vision abilities required for this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust or focus
- Exposure to wet and/or humid conditions
- Exposure to moving mechanical parts
- Exposure to high, precarious places
- Exposure to fumes or airborne particles
- Exposure to outside weather conditions
- The noise level in the work environment usually is loud

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*