



## Job Description

**Job Title:** Plant Technician

**Location:** New Deal, Texas

### **Job Summary**

The Plant Operations Plant Technician will work with the Plant Operations Supervisor and Team Lead to assist with machinery, equipment, tools and materials needed to receive, treat and package high quality seed. The plant technician duties may include, but are not limited to: receiving, harvest and drying, bulk management, conditioning, and maintenance, to meet customer needs.

### **Essential Functions**

- Complete conditioning processes and drive process excellence and eliminate errors.
- Operate assigned equipment and resolve equipment issues as they arise.
- Ensure that the cleanliness and orderliness of the workplace is maintained by setting standards and ensuring adherence to those standards
- Complete records, documents, or reports as required.
- Follow all safety and working rules.
- Must have the ability to get along with co-workers, management personnel, customers, vendors, and employees in accordance with the company policies and working rules while ensuring a harmonious and ethical work environment.
- Monitor product quality and ensure activities meet the requirements of the Quality Plan
- Maintain a positive attitude and contribute towards a quality environment.
- Enable and encourage coworkers to leverage their full potential
- Excellent regular full-time attendance in support of company objectives.
- Perform other duties as assigned by management.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Professional conduct at all times when acting on behalf of S&W Seed Company.
- Strict adherence to S&W Seed Company's Code of Conduct and Ethics policy.
- Must possess a functional knowledge of seed conditioning equipment and processes.
- Demonstrated ability to continuing to execute a plan for overall departmental improvement.
- Strong leadership skills.

**Note:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Strong interpersonal skills, including tact, and discretion.
- Self-directed with the ability to work independently as well as with groups.
- Knowledge of chemical application and inventory reconciliation.
- Ability to accept supervisory coaching related to performance, work habits and attitude
- Attention to detail
- Problem solving
- Analytical skills
- Ability to multi-task and work in fast-paced, but efficient and controlled manner
- Excellent written and spoken communication skills
- Knowledge in automated plant programming and ability to learn new software
- Must be able to develop and maintain positive, professional relationships at all levels of the organization

### **Education and/or Experience**

- Experience in plant operations and daily functions.
- Self-starter and problem solver with tolerance for ambiguity.
- Written and spoken English.
- Math reasoning required.

### **Reasoning Ability**

To determine need for developing personnel policies, procedures and programs; provide guidance and assistance to management staff and employees in implementing company objectives; work independently; prepare and present plans, programs, reports and training; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; direct and evaluate the work of subordinate staff if applicable; operate a personal computer and use office software programs.

### **Certificates, Licenses, Registrations**

- First Aid (preferred)
- CPR (preferred)

### **ADA/FEHA**

The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and in California, the Fair Employment and Housing Act.

### **EEO**

The Company is an equal employment opportunity employer.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Sitting/Standing/Walking:**

Sits, stands & walks throughout the course of the workday and completion of job responsibilities.

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**Lifting/Carrying:**

Occasional lifting requirements as job demands.

**Pushing/Pulling:**

Occasional pushing/pulling requirements.

**Bending/Stooping:**

Occasional bending and stooping requirements.

**Squatting/Kneeling/Crawling:**

Occasional squatting/kneeling/crawling requirements.

**Twisting/Turning:**

Occasional twisting or turning requirements.

**Climbing/Balancing:**

Occasional climbing/balancing requirements.

**Reaching:**

Ongoing reaching requirements.

**Grasping/Manipulating:**

Grasping and manipulating of papers, keyboard, objects and equipment will be required. Ability to keyboard for data input will be required on an ongoing basis.

**Equipment**

Office equipment is used daily: time clocks.

**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 the essential functions.

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## Analysis of Physical Demands

### Maximum hours Employee will perform each activity per day

	(8-10 hours)	6 hours	4 hours	2 hours	1 hour	Less than 1 hour
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Standing/Walking	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HAND USE:</b>						
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard/Mouse Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Handwriting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Power Grasping	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LIFTING/CARRYING:</b>						
0-10 lbs.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
76-100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
100+ lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>

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**Certification:**

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask – and have received answers – to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description, at its sole discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:

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I understand that employment with the Company is considered "at will". Neither I, nor the Company, is committed to continuing the employment relationship for any specific term. Either I, or the company, may terminate the employment relationship at any time, with or without cause and with or without notice.

(Please initial below)

\_\_\_\_\_ I understand that I am currently classified as a non-exempt employee based on my job responsibilities. I understand that I have the opportunity to interact with Human Resources if my responsibilities change and impact the nature of my exempt classification.

For an employee who is currently performing the job:

\_\_\_\_\_ I have reviewed the job description for my position and it accurately reflects at least 90% of the work I do on a daily basis.

\_\_\_\_\_ This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

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