

Operations Assistant I

Reports to: Senior Operations Manager

Schedule: 40 hours/week, Monday through Friday, typically 7 am-3 pm.

Overview: We are seeking an enthusiastic and experienced individual to be a part of our Operations team. This position prioritizes maintaining, expanding, and improving our methods of production. As we continue to grow, we seek to modernize our seed production with a creative and innovative mentality.

Responsibilities:

Equipment Operation, Repair & Fabrication

- Operate, maintain, and assist in the repair of agricultural and material-handling equipment, including tractors, combines, threshers, forklifts, skid steers, sprayers, mills, and related implements.
- Assist with diagnosing mechanical issues and performing repairs, with and without guidance.
- Support fabrication and repair projects using power tools, hand tools, welding equipment, and shop machinery.
- Perform routine preventative maintenance and equipment upkeep.

Facilities & Property Maintenance

- Perform basic building and facility maintenance, including:
- Plumbing repairs (e.g., sinks, drains, hoses)
- Basic carpentry and construction tasks
- Shop and workspace organization
- Maintain nursery grounds, including mowing, gravel spreading, road maintenance, and general property upkeep.
- Assist with infrastructure improvements and facility upgrade projects.

Field Operations & Land Management

- Assist with maintaining, preparing, and turning over production fields.
- Operate tractors and field equipment for cultivation, planting, harvesting, and field maintenance.
- Support weed and pest management using an integrated pest management (IPM) approach.
- Utilize and maintain backpack and tractor-mounted sprayers.
- Keep accurate records of pesticide and herbicide usage.

General Operations Support

- Work independently from task lists while communicating progress and issues to the Senior Operations Manager.
- Assist with seasonal projects and department-wide improvement initiatives.
- Contribute to a safe, organized, and efficient work environment.
- All other duties as assigned.

Qualifications and Requirements:

- Mechanical aptitude with interest in learning equipment maintenance, repair, fabrication, and facility upkeep.
- Experience or comfort using hand tools, power tools, and shop equipment (training provided as needed).
- Ability and willingness to safely operate heavy machinery and agricultural equipment, including tractors, forklifts, skid steers, combines, and related implements (training provided as needed).
- Ability to recognize problems, think practically, and contribute to effective solutions.

- Willingness to learn safe pesticide handling practices and obtain a Minnesota Pesticide Applicator License.
- Ability to work independently from task lists while maintaining clear communication with the Senior Operations Manager.
- Strong work ethic, reliability, adaptability, and a positive, team-oriented attitude.
- Comfort working outdoors in varied weather conditions and performing physically demanding work.
- Valid driver's license and high school diploma (or equivalent).
- Agricultural, construction, mechanical, or facilities maintenance experience is helpful but not required.

Compensation/Benefits:

- This position starts at \$19/hr, with an opportunity for a higher starting wage based on skills and experience.
- After 90 days, eligibility for:
 - 401 (k) plan with up to 5% employer match.
 - Generous time off, with full-time employees earning four weeks of PTO per year.
- Employee Discount