



## Job Description

Job Title: Baling Crew Chief

Location: Tangent or Salem

Type: Full Time Seasonal

Immediate Supervisor: Operations Manager, VP of International Sales

Summary: Crew Chiefs are responsible for supervising straw baling crews in fields throughout the Mid-Willamette Valley.

### Qualifications:

- Maintain valid Oregon driver's license
- Knowledgeable of operating procedures for baling equipment, including tractors, balers, rakes, tedders and hay squeezes
- Able to clearly communicate with employees and management, sometimes in stressful situations
- Able to lead and direct employees in meeting company goals and objectives
- Lift up to 50 pounds
- Push and pull up to 120 pounds
- Bend, twist and stoop
- Walk and maintain balance on uneven surfaces
- Work long hours in varying weather conditions, including heat, cold, sun, rain and wind
- Be comfortable working from heights up to 10 feet

### Job Duties

- Supervise baling crew of up to 9 crew members in accordance with company policies, procedures and safety guidelines
- Train and direct crew members in safe practices, field maintenance, raking, baling, and loading straw onto trucks
- Run the crew in such a way to maximize efficiency at all times through planning and organization, including keeping equipment working, finishing up a field, moving to new fields, etc.
- Test moisture levels of straw in fields to determine when to start baling for the day (14% or lower moisture) and when to stop baling for the day (at 18% moisture) with understanding that some areas of the field will have a higher moisture content than others, e.g. edges, tree lines, shaded areas, low ground, irrigated areas, etc.
- When doubtful of the right decision to make in the course of operating and supervising, consult the Operations Manager, VP for guidance, or President; do not guess or assume the correct action
- Enforce working hours restrictions and mandated breaks for minor employees as directed by management; schedule employees and track their starting/ending times; ensure crew members arrive on time but not early; plan for and transport employees back to their vehicles if necessary due to changing fields and according to weather conditions
- Schedule water and meal breaks for self and crew members; watch for fatigue in planning when to stop operations for the day, keeping in contact with the supervisor

- Report misconduct and unsafe employees to HR if coaching and verbal warnings have not been effective
- Perform quality check on bales throughout the baling process, ensuring dryness, weight, size and structure; take samples and deliver to office, as needed
- Re-bale as needed right away
- Perform daily inspection on tractors to ensure proper working condition; track tractor hours and report to Operations Manager for balancing tractor use
- Oversee working condition of equipment throughout the day and make adjustments to equipment, if necessary
- Evaluate broken machinery in the field, reason for the breakdown, and make adjustments and minor repairs
- Report broken machinery to management and work with mechanic to make needed repairs; log breakdowns on appropriate forms
- Keep log of maintenance and repair items that will need to be addressed during winter maintenance
- Oversee proper use and care of all equipment and tools
- Ensure crew members have inspected their equipment at the beginning of their shift to ensure equipment is in proper working condition
- Keep service truck fueled, clean, organized, and stocked with supplies for the day
- Maintain fuel in the bulk tank and fuel equipment in the fields
- Inspect fields for cleanliness throughout the day and leave fields completely clean of all strings and trash
- Complete paperwork accurately and turn in to the office on time, including but not limited to field reports
- Adhere to company safety policies and enforce safety policies in the field
- Report safety issues or concerns to management or the safety manager
- Work as a team player to assist coworkers, as needed
- Other duties, as assigned

**I have read and understand the above job description.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date