



Navajo Agricultural Product Industry Job Description

Job Title: **Laborer – Potato Crop/Potato Storage** Location: **Region I/ Region II**

Work Schedule: **Varied** Department: **406/412**

Exemption Status: **Non-Exempt** Grade: **1*** Salary Range: **\$ DOE**

Reporting Relationship: **This position reports to the: Crop Foreman or Plant Operations Supervisor**

Summaries of Duties and Responsibilities

This position was created to provide assistance with field and processing plant operation as well as to assist department in grading potatoes for proper cutting, sizing, and culling, to assist in the preparation of storage equipment, ventilation pipes, sorting equipment, and seed cutting equipment.

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company polices and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

Primary Duties and Responsibilities:

Essential Functions

1. Maintains and complies with total quality controls according to USDA standards relating to inspection, grading, sorting, handling, and shipments that ensure NAPI's concerns on food safety.
2. Operate tractors, tractor-drawn machinery, and self-propelled machinery to plow, harrow, and fertilize soil, or to plant, cultivate, spray and harvest crops.
3. Assist in the set up and operation of irrigation equipment, including cleaning nozzles, digging out stuck pivots, and replacing nozzle packages

Created (7-25-2005) by Human Resources

Revised: 3-15-2010

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when needed.

4. Repair and maintain farm vehicles, implements, and mechanical equipment.
5. Identify plants, pests, and weeds to determine the selection and application of pesticides and fertilizers.
6. Apply pesticides, herbicides, or fertilizers to crops.
7. Inform supervisors and managers of crop progress.
8. Record information about crops, such as pesticide use, yields, or costs.
9. Moves and sets up ventilation pipes for potato storage areas.
10. Palletizes finished products on a consistent basis.
11. Operates conveyor grading system equipment.
12. Operates packaging equipment such as bagging equipment, carton packaging equipment, and packaging making equipment such as tape machines and sewing machines.
13. Operates basic household tools, hand tools, and electrical tools.
14. Assists in the maintenance of potato handling equipment.
15. Maintains a clean work area by shoveling, raking, and hauling debris away in a wheel barrow as needed.
16. Moves from one work site to another within the farm area.
17. Grades potatoes by sizing, culling, and by determining US no. 1 quality from culls and US no. 2 grading specifications.
18. Works seven days per week with long hours during peak seasons and 40 hours a week during non-peak seasons.
19. Maintains effective communication with supervisor and coworkers to promote a safe and efficient work environment.

Performs other related duties and assignments as required.

Education, prior work experience, and specialized skills and knowledge:

- This job requires a High School Diploma (or GED or High School Equivalence).
- This job requires the incumbent to obtain certification in First Aid/CPR and Workman protection Standard (WPS) Handler Permit.
- One ore more years experience in agricultural work is helpful. Education/training can be substitute for previous work experience.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- Job requires ability to learn and operate farm tractors, forklifts, van un-loaders (potato hog, etc.).

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- This job requires the ability to use search engines, data queries, and assimilate printed information.
- This job requires the ability to communicate effectively orally and in writing in both English and in Navajo is helpful.
- This job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- This job requires being open to change (positive or negative) and to considerable variety in the workplace.
- This job requires being reliable, responsible, and dependable, and fulfilling obligations.
- This job requires being careful about detail and thorough in completing work tasks.
- This job requires accepting criticism and dealing calmly and effectively with high stress situations.
- This job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- This job requires being honest and ethical.
- This job requires a willingness to take on responsibilities and challenges.
- This job requires persistence in the face of obstacles.
- This job requires performing routine maintenance on equipment and determine when and what kind of maintenance is needed.
- This job requires repairing machines or systems using the needed tools.
- This job requires determining the kind of tools and equipment needed to do a job.
- This job requires determining causes of operating errors and deciding what to do about it.
- This job requires controlling operations of equipment or systems.

Physical environment and working conditions:

This job requires you to work in and out of the office with exposure to heat and cold temperatures, gases, fumes, and chemicals.

Physical Demands

Strength	Hearing	Kneeling
Stamina	Visual Acuity	Crouching
Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting



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Manual Dexterity

Walking

Climbing

Lifting 50# minimum

Business machines and computer software used:

Ability to operate Farm equipment/implements, heavy equipment, a forklift, and a Company Vehicle.

Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

_____ Employee _____ Date

_____ Supervisor _____ Date