



Navajo Agricultural Product Industry Job Description

Job Title: **Alfalfa Crop Foreman**

location: **Farm Ops Ctr/Region I/Region II**

Work Schedule: **Varied**

Department: **401 - Alfalfa**

Exemption Status: **Exempt**

Grade: **19**

Salary Range: **\$33,775 – \$40,867.75**

Reporting Relationship: **This position reports to the Alfalfa Crop Manager**

Summaries of Duties and Responsibilities

This position was created to direct and coordinate, through subordinate supervisory personnel, activities of workers engaged in agricultural crop production.

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies 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. Inspect crops, fields, and plant stock to determine conditions and need for cultivating, spraying, weeding, or harvesting.
3. Assign duties such as planting, cultivation, irrigation and harvesting of crops or plants, product packaging and grading, and equipment maintenance.
4. Observe workers to detect inefficient and unsafe work procedures or to identify problems, initiating corrective action as necessary.
5. Review employees' work to evaluate quality and quantity.
6. Prepare and maintain time and payroll reports, as well as details of personnel actions such as performance evaluations, hires, promotions,



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and disciplinary actions.

7. Plan and supervise infrastructure and collections maintenance functions such as planting, fertilizing, pest and weed control, and landscaping.
8. Prepare reports regarding farm conditions, crop yields, machinery breakdowns, or labor problems.
9. Assist with requisition and purchase supplies such as insecticides, machine parts or lubricants, and tools.
10. Estimate labor requirements for jobs, and plan work schedule accordingly.
11. Direct or assist with the adjustment and repair of farm equipment and machinery.
12. Monitor equipment use; keep reports of equipment usage, and tractor hours.
13. Work with harvest contractors on harvesting schedules and shipments.

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).
- Some college course work in plant biology or related agricultural courses is helpful.
- This job requires a minimum of 1-2 years of progressive supervisory experience in an agricultural business setting.
- This job requires the incumbent to have a Pesticide Application License.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- This job requires the incumbent to have ability to communicate information and ideas so other will understand, both verbally and in written form.
- Ability to speak in Navajo is highly preferred.
- This job requires the incumbent to have knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
- This job requires the incumbent to be an active listener by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- This job requires the incumbent to be able to manage one's own time and the time of others.
- This job requires the incumbent to be able to manage personnel resources by motivating, developing, and directing people as they work, and identifying the best people for the job.



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- Must be able to use logic and reasoning to identify the strengths and weaknesses of alternatives solutions, conclusions or approaches to problems.
- Must be able to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Must be able to perform routine maintenance on equipment and determine when and what kind of maintenance is needed.
- Job requires developing one's own way of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Job requires a willingness to lead, take charge, and offer opinions and direction.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires analyzing information and using logic to address work-related issues and problems.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires ability to operate a variety of farm tractors, row crop implements, center pivot irrigation systems, company vehicles and operate a two-way radio.

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
Manual Dexterity	Walking	Climbing



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Lifting 50# minimum

Business machines and computer software used:

Ability to operate a 4x4 Tractor, Row Crop Implements, a forklift, a Company Vehicle, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2010 (Word, Excel, Power Point, Project, & Outlook), and Famous computer software.

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