Navajo Agricultural Product Industry
Job Description

Job Title: **Equipment Operator**   Location**: NAPI (Region I / Region II)**

Work Schedule: **Varied**   Department: **401-Alfalfa Dept.**

Exemption Status: **Non-Exempt**   Grade: **4**   Salary Range: **$ 7.50 to 9.21 (Hourly)**

Reporting Relationship: **This position reports to the: Alfalfa Foreman.**

Summaries of Duties and Responsibilities

This position was created to: provide support in operating farm equipment and machinery in a safe and efficient manner for optimal crop production during field preparation, planting, cultivation, harvesting, and maintenance of crop acreage.

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. This position requires maintaining 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. Adjust, repair, and service farm machinery and notify supervisors when machinery malfunctions.
3. Observe and listen to machinery operation to detect equipment malfunctions.
4. Mix specified materials or chemicals, and dump solutions, powders, or seeds into planter or sprayer machinery.
5. Operate or tend equipment used in agricultural production, such as tractors and combines.

6. Manipulate controls to set, activate, and adjust mechanisms on machinery.
7. Calibrate GPS on tractors
8. Attach farm implements such as plows, discs, sprayers, or harvesters to tractors, using bolts and hand tools.
9. Assist department work crews in the activities of planting, weeding, or harvesting activities.
10. Demonstrates knowledge, skills and practices for operating farm equipment and machinery effectively, efficiently, and safely.
11. Assembles, attaches, adjusts proper combination of farm implements.
12. Performs tillage, planting, cultivation and harvesting operations effectively.
13. Performs proper maintenance service, repairs, adjustments and safety inspections of equipment and implements.
14. Identify equipment problems in a timely manner to minimize down time and equipment failure.
15. Maintains and promotes a safe work environment in all areas of control.
16. Completes daily reports and field operation reports as requested and in a timely manner.

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 have a valid driver's license with an acceptable driving record.
- Number of year's experience: Two years experience in agricultural equipment operation.
- Education/training can be substituted for previous work experience.
- Ability to communicate effectively orally and in writing in English. Navajo is helpful.
- Ability to operate 4x4 row crop tractors, farm implements such as planters, cultivators, combines, under-cutters, pay loaders and forklifts.
- Ability to assist with minor irrigation maintenance.
- Ability to demonstrate safety consciousness and awareness at all times.
- Ability to keep records and write legibly.
- Ability to perform minor equipment maintenance.
- Ability to be trained on advanced technical equipment.
- Must have own tools and wear proper personal protective equipment.

- Ability to speak in public.
- This job requires being careful about detail and thorough in completing work tasks.
- This job requires analyzing information and using logic to address work-related issues and problems.
- This job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- This job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- This job requires accepting criticism and dealing calmly and effectively with high stress situations.
- This job requires a willingness to take on responsibilities and challenges.
- This job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- This job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- This job requires persistence in the face of obstacles.
- This job requires being reliable, responsible, and depending, and fulfilling obligations.
- This job requires the ability to work a diverse schedule.

Physical environment and working conditions:

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

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
Lifting 50# minimum		

Business machines and computer software used:

NAPI vehicle and a Two-Way Radio

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