



Navajo Agricultural Product Industry Job Description

Job Title: **Irrigation Control Center Operator**

Location: **Main Office Control Center**

Work Schedule: **Varied (Shift, Weekends & On-Call as needed)** Department: **Irrigation Dept(302)**

Exemption Status: **Exempt** Grade: **24** Salary: **\$22,880.00 (11.00/hr.) to \$31,200.00 (15.00/hr.)**

Reporting Relationship: **This position reports to the Irrigation Manager**

Summaries of Duties and Responsibilities:

This position was created to assist to control and monitor the Navajo Indian Irrigation Project (NIIP) water delivery system using complex SCADA system to ensure an uninterrupted supply of water to NAPI.

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. Control, monitor, and ensure a continuous delivery of the irrigation delivery system using a complex monitoring system.
2. Coordinate daily irrigation water release from Navajo Dam and Cutter Dam, based on water ordered from the NAPI Crop Managers/Foreman.
3. Monitor and operate center pivots by programming and executing information, such as: starting, stopping, applying fertilizer applications, and water application rates, and other data required by NAPI.
4. Inform and coordinate with the designed field personnel on center pivot operations resulting from request changes, unusual events, and emergencies.
5. Inform and coordinate with outside agencies as needed, such as: 911 emergency, law enforcement, for departments, oil & gas companies,



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NTUA, City of Farmington, WAPA, Jemez Electric, BOR, and Navajo Nation Fish & Wildlife.

6. Must maintain reliability and make critical decisions during unusual situations and emergencies.
7. Maintain daily documentations of events through an official operating logbook.
8. Be able to read road, field, lateral, and canal maps.
9. Required to work independently, demonstrate initiative, have leadership skills and work well with others.
10. Coordinate with O&M and NAPI on activities that affect the water delivery.
11. Cross-train to learn the locations of pumping plants, canal systems, and lateral systems during irrigation season, and learn about the different alarms that are reset in the pumping plants and gat structures.
12. Required throughout the non-irrigation season to work outdoors in any weather condition.
13. Performs all other work related duties as assigned.

Performs other work related duties and assignments as required.

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

1. This job requires a High School Diploma (or GED or High School Equivalent)
2. This job requires some college course work in Computer Applications, Industrial Technology
3. This job requires the incumbent to obtain certification, Center pivot telemetry software usage, and Compiling and analyzing water flow rate and volume usage.
4. Number years of experience: 0-2 years experience in operating irrigation systems, pumping plants, and appurtenant equipment. Education/Training can be substituted for previous work experience.
5. Ability to use a computer, Windows, Internet Explorer, Microsoft Office components as Excel, Word, Power Point, and email programs is required.
6. Ability to use search engines, data queries, and assimilate printed information is required.
7. Ability to speak in public is required.
8. Ability to communicate effectively orally and in writing: **English:** Required **Navajo:** Helpful
9. Knowledge in Valley Camms applications utilizing the user interface graphic displays.
10. Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
11. Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form
12. Job requires being careful about detail and thorough in completing work tasks
13. Job requires being reliable, responsible, and dependable, and fulfilling obligations



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14. Job requires being honest and ethical.
 15. Job requires being pleasant demeanor with others on the job and displaying a good-natured, cooperative attitude
 16. Job requires accepting criticism and dealing calmly and effectively with high stress situations
 17. Job requires a willingness to take on responsibilities and challenges
 18. Job requires persistence in the face of obstacles.
 19. Performs duties in all weather conditions.
 20. Ability to complete tasks as directed by supervisor
 21. Job requires being sensitive to others' needs and feeling and being understanding and helpful on the job.
 22. Must have the ability to be open to change (negative or positive) and to considerable variety in the workplace.
 23. Job requires keeping up-to-date technically and applying new knowledge to your job.
 24. Job requires adhering to dress code standards; and personal protective equipment.

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

Reaction Time	Hearing	Visual Color Perception	Manual Dexterity
Whole Body Steadiness	Visual Acuity	Sitting	Lifting 25 #

Business machines and computer software used: Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2007 (Word, Excel, Power Point, Project, & Outlook).

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