



Navajo Agricultural Product Industry Job Description

Job Title: **Hay Squeezer Operator**

Location: **NAPI (Region II)**

Work Schedule: **Varied**

Department: **300 – Farm Support**

Exemption Status: **Non-Exempt** Grade: **4**

Salary Range: **\$ 7.50 to 9.21 (Hourly)**

Reporting Relationship: **This position reports to the Farm Support Services Supervisor**

Summaries of Duties and Responsibilities

This position was created to assign an employee the duties of operating the hay squeeze equipment in a safe and efficient manner for the hay storage operations.

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. Operates hay squeeze equipment safely, efficiently, and effectively.
2. Maintain knowledge, skill, and safe practice by completing annual re-certification.
3. Perform pre-operation equipment checks and safety inspections daily.
4. Perform maintenance and repair on equipment as needed in a timely manner.
5. Load and unload products from/to field, storage, customer's vehicle, and vendors as directed in a courteous, safe, and timely manner.
6. Load and unload products manually in a safe manner.
7. May be cross trained to operate other farm equipment.
8. Communicates to co-workers, management, customers, and vendors in a courteous and effective manner.
9. Prompt, dependable, and works schedules as needed to accomplish goals.
10. Maintain a good driving record throughout duration of employment.



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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.
- 2 years' experience in operating heavy equipment or farm equipment operation.
- Education/training can be substituted for previous work experience.
- Ability to speak in public.
- Ability to communicate effectively orally and in writing in English. Navajo is helpful.
- Certification in First Aid/CPR, WPS Handler Permit, and Defensive Driving must be obtained.
- Ability to operate Hay Squeezer or other farm equipment, forklift, or front end loader.
- Must have tools to make minor repairs to Hay Squeezer equipment
- Ability to keep records and write legibly in order to maintain a daily log routine.
- Must be dependable, reliable, and able to work long hours during harvest season (April to October)
- Must wear proper personal protective equipment (safety boots)
- Ability to demonstrate safety consciousness and awareness at all times.
- Ability to perform minor equipment maintenance.
- Ability to be trained on advanced technical equipment.
- 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 the ability to work a diverse schedule.



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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

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|-----------------------|-------------------------|-----------|
| 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 farm equipment 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