



Navajo Agricultural Product Industry Job Description

Job Title: **Field Operations Coordinator**

Location: **Organic/Conventional Fields**

Work Schedule: **Varied**

Department: **800**

Pay Status: **Seasonal**

Job Class: **FC**

Reporting Relationship: **This position reports to the Crop Manager/Foreman.**

Summaries of Duties and Responsibilities

This position was created to facilitate and coordinate field operations and equipment maintenance routines.

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. Coordinates field operations for harvesting with Crop Manager/Crop Foreman.
2. Responsible for ensuring chemical warning signs are posted properly at designated fields during chemical applications.
3. Assists in overseeing Fertilizer Technician, functions as they pertain to pivot and drip irrigation (record keeping/communication).
4. Assists in supervising personnel within organic/conventional field operations.
5. Develops, implements and maintains preventive maintenance schedule for equipment and implements.
6. Trains personnel to complete maintenance appropriately and maintains proper record of maintenance.
7. Performs Quality Assurance testing of crops grown under the

FLSA Status: Hourly
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conventional and organic row crop department.

8. Monitor grazing livestock if any (applicable for cover crop fields)
9. Assist with minor irrigation maintenance monitoring (Daily Pivot Checks , Pivot Location Tracking, Pivot Directional Tracking, DU/Pivot Point Cleanliness)
10. Organize and coordinate daily field activities as directed by Crop Manager/Foreman/Director
11. Promote Food Safety and adherence to GHP/GAP standards.
12. Maintains tools needed to perform adequate maintenance.
13. Prepares reports as requested and on a timely basis.
14. Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
15. Plans and establishes work schedules, assignments, and production sequences to meet production goals for specific crops.
16. Demonstrates equipment operations and work and safety procedures to new employees.
17. Confers with management or subordinates to resolve worker problems, complaints, or grievances.
18. Interpret specifications, job orders, and company policies and procedures for workers.
19. Observes fields for basic crop scouting issues as outlined in crop information booklet. Reports any issues in a timely manner utilizing forms provided.
20. Performs soil and tissue sampling in a timely manner as requested with a small task force.
21. Provide Customer service to internal and external customers.
22. Must be available 24 hours/day, 7 days/week through harvest season (May - October)
23. Must be willing to learn from resources provided (example: Crop Consultants)

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).
- College courses in Math and Agriculture or related field of study is preferred.
- Certifications in First Aid/CPR, WPS Handler Card and Defensive Driving must be obtained.



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- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- A minimum of 1-2 years' experience in a leadership position is preferred.
- Education/training can be substituted for previous work experience.
- Ability to use a computer, Windows, Internet Explorer, Microsoft Office Professional 2010 components as Excel, Word, Power Point, and email programs is required.
- Ability to use search engines, data queries, and assimilate printed information is required.
- Ability to speak in public is required.
- Ability to communicate effectively orally and in writing, Navajo is helpful.
- Able to operate equipment specified for crop (and learn how to if needed)
- Well-developed supervisory skills, leadership skills, and teamwork.
- Basic knowledge of math and mechanics.
- Ability to identify weeds and insects.
- Ability to organize, plan, and direct tasks.
- Knowledge of production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of principles and methods for moving material within NAPI Farm Operation including the relative costs and benefits.
- Knowledge of machines and tools, including their uses, repair, and maintenance.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Job requires ability to talk to others to convey information effectively; excel at communication.
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- Getting members of a group to work together to accomplish tasks
- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Developing specific goals and plans to prioritize, organize, and accomplish your work
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires a willingness to lead, take charge, and offer opinions and direction.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires being careful and detail and thorough in completing work tasks.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires being honest and ethical.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.



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- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires persistence in the face of obstacles.

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:

Personal Computer or Laptop, Windows XP, Microsoft Office 2010 (Word, Excel, Power Point, Outlook), 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