



Navajo Agricultural Product Industry Job Description

Job Title: **Field Scout**

Location: **NAPI (Region I / Region II)**

Work Schedule: **Varied**

Department: **312 - Agronomy**

Exemption Status: **Non-Exempt** Grade: **11** Salary Range: **\$ 9.72 to 11.76 (Hourly)**

Reporting Relationship: **This position reports to the Assistant Agronomist.**

Summaries of Duties and Responsibilities

This position was created to collect and provide technical data to the Crop Foreman and Crop Manager based on field inspections to monitor crop conditions, developments, and to perform quality inspections. This position will also provide administrative support to departmental projects.

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. 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. Collect information about soil and field attributes, yield data, or field boundaries, using field data recorders and basic geographic information systems.
3. Collect soil and plant tissue samples for analysis.
4. Document and maintain records on soil and tissue sampling information.
5. Divide agricultural fields into georeferenced zones based on soil characteristics and production potentials.



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6. Compare crop yield maps with maps of soil test data, chemical application patterns, or other information to develop site-specific crop management plans.
7. Analyze and read maps such as soil, contour, and plat maps.
8. Performs field scouting daily to detect plant moisture stress, insect infestation, or plant diseases.
9. Reports problems as detected to the Assistant Agronomist, Agronomist and/or the Crop Manager immediately.
10. Record, maintain, and collect accurate scientific data of assigned fields at various stages of crop development and provides information to Crop Foreman and Crop Manager.

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.
- AAS Degree in Agriculture, Agronomy, Biology, Chemistry, or related field of study is required.
- College course work in Math, Biology, Chemistry, Agronomy, or related field of study is required.
- Certification in New Mexico Department of Agriculture (NMDA) Pesticide License
- Number of year's experience: Two or more years experience in crop production or farm operations.
- Education/training can be substituted for previous work experience.
- The ability to use a computer, Windows, Internet Explorer, Microsoft Office Professional 2007 components as Excel, Word, Power point and email programs.
- The ability to use search engines, data queries, and assimilate printed information.
- Ability to speak in public.
- Ability to communicate effectively orally and writing in English. Navajo is helpful.
- Ability to operate company assigned vehicle, two-way radio, common work tools, and standard office equipment.
- Ability to perceive and analyze problems and derive answers from researching data or asking questions.
- Ability to demonstrate safe work habits and maintain and promote a safe working environment.



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- This job requires the knowledge or familiarity with laboratory procedures.
- This job requires the knowledge of integrated pest management practices.
- This job requires the knowledge of plant development.
- This job requires the knowledge of crop fertility management.
- This job requires the knowledge of weed science and plant diseases.
- Must be able to identify and expedite timely corrective action for plant stress, insects, and disease.
- This job requires the knowledge of irrigation water management.
- This job requires knowledge of soil compaction.
- This job requires being honest and ethical.
- This job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- This job requires analyzing information and using logic to address work-related issues and problems.
- This job requires being careful about detail and thorough in completing work tasks.
- This job requires a willingness to take on responsibilities and challenges.
- This job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- This job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- 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 persistence in the face of obstacles.
- This job requires being reliable, responsible, and dependable, and fulfilling obligations.
- This job requires the ability to work a diverse schedule.
- This job requires you to work in and out of the office with exposure to heat and cold temperatures, gases, fumes, and chemicals.

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



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Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 50# minimum		

Business machines and computer software used:

NAPI vehicle, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2007 (Word, Excel, Power Point, Project, & Outlook), Famous Accounting Software, 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