



Navajo Agricultural Product Industry Job Description

Job Title: **Irrigation System Operator**

Location: **371 Duty Station**

Work Schedule: **Regular/Full time/ Varied Hours/Weekends (if necessary)**

Department: **851 – Operations & Maintenance**

Exemption Status: **Non-Exempt**

Grade: **8-10*** Salary Range: **\$9.37 to 11.34**

Reporting Relationship: **This position reports to the O&M Irrigation System Supervisor**

Summaries of Duties and Responsibilities

This position was created to assist in operating and maintaining both carriage and distribution systems and associated ancillary equipment.

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. This position requires operating and maintaining pumping plant equipment and associated laterals and ancillary equipment in an assigned area of the Navajo Indian Irrigation Project (NIIP) water delivery system ensuring water delivery to the assigned NAPI farm.
2. Operates, troubleshoots, and repairs pressure reducing valves (PRV) and water flow meters in the farm delivery units and pumping plants.
3. Maintains carriage system turnouts removing debris for unrestricted flow into pumping plants and gravity siphons.
4. Maintains and repairs equipment in the farm delivery units and above-

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Navajo Agricultural Product Industry Job Description

ground equipment and structures of the underground laterals.

5. Maintains daily pumping plant and lateral operation records including vehicle usage, plant operational logbooks, daily activity, water order, daily water order count sheet and other documents pertinent to Irrigation System Operations.
6. Performs manual operation of storage and carriage system radial gates when requested by Control Center.
7. Performs monthly water flow meter readings.
8. Monitors water use in the NIIP carriage and distribution system.
9. Performs monthly natural gas meter readings of NIIP/NAPI facilities.
10. Conducts safety and maintenance inspection of storage, carriage and distribution system.
11. Completes minor repairs immediately as needed.
12. Identifies and records seepage monitoring as required.
13. Monitors NIIP right-of-ways and NAPI farm
14. Reports new non-farm construction and development to supervisor.
15. Coordinates with O&M Control Center, NAPI farm operations and contractors, and other O&M departments on water delivery schedules and status of the water distribution system.
16. Maintains the headwork and Cutter Dam facilities, pumping plants, check structures, laterals, and farm delivery units in a safe, clean manner through performance of custodial activities incidental to operations.
17. Works a 24-hour rotating shift including holidays and weekends.
18. Provides shift relief for Irrigation System Operators.
19. Responds to emergencies 24 hours a day and seven days a week during irrigation season, when needed.
20. Performs preventive maintenance as recommended.

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 some college course work in Mechanical Field or relative field of study is helpful.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- 1 1/2 years experience in Canal and Pumping Plant Operations Education/Training can not be substituted for previous work experience.



Navajo Agricultural Product Industry Job Description

- Ability to use a computer, Windows, Internet Explorer, Microsoft Office Professional 2007 components as Excel, Word, Power Point, and email programs is helpful.
- Ability to use search engines, data queries, and assimilate printed information is helpful.
- Able to operate Farm Tractor, Skid Loader, Traveling Water Screens, electrical motors and natural gas engines, horizontal and vertical pumps, radial gates, weed eaters, 3" and 6" water pumps, GSA vehicle, and two-way radio.
- Knowledge and experience in inspecting and repairing pressure reducing valves and water flow meters, in operations of the NIIP automated water-pumping plants, supervisory control systems, pressurizing and depressurizing underground closed lateral systems, and PRV operations.
- Strong mathematical skills for water computation conservation (Gallon Per Minute to Cubic Feet per Second to acre Feet) and stationing on the carriage and distribution system.
- Combination of education and considerable work experience in a large-scale irrigation operation demonstration leadership skill, planning, and organizing. Able to work with minimal supervision and demonstrate initiative and reliability.
- Able to perform basic mechanical duties: changing oil, oil filter, air filters, water filters, adjusting oil drippers, etc.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical principles.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires a willingness to take on responsibilities and challenges.
- 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.
- Job requires persistence in the face of obstacles.
- Required to have own set of work tools and steel-towed shoes.
- Performs duties in all weather conditions.
- Ability to complete tasks as directed by supervisor.
- Job requires a pleasant demeanor with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being honest and ethical.
- Job requires being sensitive to others' needs and felling and being understanding and helpful on the job.



Navajo Agricultural Product Industry Job Description

- Must have the ability to be open to change (negative or positive) and to considerable variety in the workplace.
- Must have the ability to accept criticism and dealing calmly and effectively with high stress.
- Job requires keeping up-to-date technically and applying new knowledge to your job.
- 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.

Must provide your own basic hand tools and safety shoes

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

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