



## Navajo Agricultural Products Industry (NAPI) POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Truck Driver</b>	<b>JOB CODE:</b>	
		<b>PAY GRADE:</b>	SE
<b>DEPARTMENT:</b>	800 – Organic Conventional Row Crop	<b>PAY STATUS:</b>	Full Time/Hourly
<b>REPORTS TO:</b>	Crop Manager	<b>REGULAR/SEASONAL:</b>	Seasonal
<b>APPROVED BY:</b>	<i>Beebah C. John</i> , Human Resources Manager	<b>DATE APPROVED:</b>	8/01/2017

### I. POSITION FUNCTION SUMMARY:

Under the direction of the Crop Manager, the Truck Driver is responsible for safely and effectively transporting farm commodity products from fields to storage facilities.

### II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

*The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent, and an employee may be directed to perform other reasonably related job duties and responsibilities. NAPI reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this position description may be updated accordingly. This position description does not constitute a written or implied contract of employment.*

#### Essential Duties & Responsibilities

1. Maintains and 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. Operates equipment such as a 10-wheeler manual transmission with air brakes, semi-trucks, 13 speed manual trucks, dump trucks, water tanks, etc., while obeying traffic laws, and following established traffic and transportation procedures.
3. Inspects and maintains vehicle supplies and equipment (gas, oil, water, tires, lights, and brakes) to ensure that vehicles are in proper working condition.
4. Maintains vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
5. Identifies and reports any mechanical problems encountered with vehicles to Supervisor.
6. Reports vehicle defects, accidents, traffic violations, or damage to vehicles in a timely manner.
7. Loads and unloads trucks with product.
8. Maneuvers trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
9. Verifies and maintains the contents of inventory loads against shipping papers.
10. Maintains records such as vehicle logs, records of cargo, or scale tickets in accordance with regulations.
11. Reads maps, and follows written and verbal geographic directions.
12. Reports delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios.
13. Assembles and attaches proper mounted equipment, bed, and trailer.

14. Ensures bed, loads, and trailers are properly secure and/or covered during route.
15. Conducts and maintains vehicle inspection and maintenance schedule and log.
16. Monitors recording instruments or other indicators and watches for warning signals on vehicle or equipment, to verify conformity of equipment operation.
17. Regulates or shuts down equipment during emergency situations, to prevent further damage or safety issues.
18. Informs and coordinates with designated field personnel on field assignments.
19. Maintains daily documentations of events through an official operating logbook.
20. Applies self-study to learn the geographical locations of fields for which work is to be completed.
21. Maintains a clean company vehicle/equipment at all times while abiding by NAPI policy on Use of Equipment and Vehicles

#### **Other**

22. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of other team members to help get the job done.
23. Provides information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
24. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite; must interact directly with people or objects at the worksite on a regular basis.
25. Complies with all applicable environmental health and safety policies, procedures and work rules, giving maximum effort to performing job functions in a manner that protects the health and safety of the incumbent, co-workers, and the general public
26. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

### **III. POSITION AUTHORITIES AND ACCOUNTABILITIES:**

#### **General:**

Position has a low level of line responsibility and moderate-level authority to make independent decisions over an assigned department or function. A person in this position has a moderate level of responsibility for a key operation or function.

#### **Results of Action:**

Decisions will have a moderate degree of impact on operations or services. Errors may result in significant disruption of operations or services or damage to operational activities. Errors in accuracy, judgment, tact or communication could result in a loss of productivity, and a significant loss of credibility and potential income for the organization. Failure to establish and monitor work schedules for the Department will result in an inability to meet deadlines and will delay the completion of records and other projects.

#### **Budgetary & Financial Resources Accountability:**

Position has no level of accountability for budgetary or financial decisions, and decisions will have a moderate degree of impact on resource utilization within NAPI; responsible for a low level of impact on an operating budget for the Department;

#### **Equipment/Material Management & Accountability:**

Position has a high level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; minimal authority and accountability for purchase within strict policy guidelines may be present.

**Confidential and Sensitive Information:**

- Incumbent has no access to sensitive and proprietary company data, including but not limited to services, legal and financial data, and an essential job result is the maintenance of a low level of confidentiality of the information processed by the employee.
- Incumbent has no access to personal and professional data regarding individual employees and their families, and to personal data regarding customers/clients/members and their families, and must comply with the Fair and Accurate Credit Transactions Act (FACTA) to keep that data secure and private.
- Incumbent has no access to health data of employees and their families, and to health data of customers/clients/members and their families, and must comply with the Health Insurance Portability and Accountability Act (HIPAA), to keep that data secure and private.

**Independence of Action; Supervision Received:**

The Truck Driver works under general supervision of the Crop Foreman. Employee performs minimal level, complex management work, and performs a low level of analysis and problem-solving with a moderate degree of independence and discretion.

**Supervision Exercised:**

The Truck Driver has no supervisory authority or responsibility; although the Truck Driver may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Crop Foreman.

**IV. POSITION QUALIFICATIONS AND REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position, but is not a comprehensive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

***Required:***

- Certificate from an accredited two-year college or university in the Commercial Driver's License program, or directly related discipline.
- Certified Class A or B Commercial Driver's License
- High School Diploma or GED

***Preferred:***

- Six (6) months to one (1) year experience in semi-truck operation.

***Substitution:***

- None

**Navajo Preference:**

Navajo preference will be applied in accordance with the Navajo Preference in Employment Act (NPEA), it is Navajo Agricultural Products Industry's ("NAPI") goal and intention to strictly adhere to the NEPA in all employment practices and hire qualified Navajo Personnel for all positions. Tribal sovereignty support and Navajo preference initiatives are mandatory.

**Language Requirements:**

***Required:***

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to

effectively present information and respond to questions from vendors, contractors, supervisors and co-workers.

***Preferred:***

Bi-lingual (English/Navajo)

**Shared Responsibilities:**

As a requirement of their employment, all NAPI employees are expected and required to follow and adhere to the following job responsibilities:

- Support the mission, vision, values, and goals of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy, and deliver excellent customer service both to internal and external customers.
- Adhere to all company policies and procedures.
- Follow all safety policies, guidelines, and work rules, 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 and support a team environment within the workgroup, and with other departments.
- Champion NAPI in the community.

**Core Competencies:**

Performs the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the introductory period of employment and continuing throughout employment with NAPI. A variety of personal competencies need to be demonstrated by everyone at NAPI, and include but are not limited to:

- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honoring NAPI policies and all regulatory requirements.
- **Customer focus:** Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer or client, rather than on self, department, or organization.
- **Communication:** Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- **Collegiality:** Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- **Initiative:** Taking ownership of our work, doing what is needed without being asked, following through
- **Efficiency and Continuous Improvement:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- **Coachability:** Being receptive to feedback, willing to learn, embracing continuous improvement
- **Safety:** Comply with and actively support all workplace safety policies and practices.
- **Team Player:** able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside of NAPI.

**Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential functions of the position, but are not a comprehensive list:

- Knowledge in operating trucks and machinery effectively, efficiently, and safely

- Knowledge of load, terrain limitation, proper towing hook-ups, and personal protective equipment.
- Knowledgeable in critical decision making during unusual situations and emergencies.
- Knowledgeable in NMDOT traffic and transportation procedures.
- Knowledgeable traffic, loading, unloading hand signals.
- Skill in analyzing information and evaluating results to choose the best solution and solve problems
- Skill in active listening as this position communicates with all levels of company employees.
- Skill in self-management; to manage one's own time and the time of others.
- Ability to read road, field, lateral, and canal maps.
- Ability to provide own basic tools for equipment repair, when necessary.
- Ability to speak in public.
- Ability to use a computer and computer programs.
- Ability to use search engines, data queries, and assimilate printed information.
- Ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Ability to be self-directed, developing one's own way of doing things, guiding oneself with little or no supervision.
- Ability to communicate effectively, both orally and in written form, information and ideas so others will understand.
- Able to be careful about detail and thorough in completing tasks.
- Ability to be persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Ability to be open to change (positive or negative) and to considerable variety in the workplace.
- Ability to be available during various working hours during harvest season to meet deadlines.
- Ability to operate a Company Vehicle or farm equipment.
- Ability to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

**Certification, Licenses and Registrations:**

- Must have and maintain a current New Mexico, or Arizona Commercial driver's license, must have and maintain an NAPI-insurable driving record, and must provide proof of current liability insurance meeting or exceeding State-required minimum coverages.
- First Aid, CPR, Defensive Driving Course, HazWoper, and Pesticide Applicator's license.

**Training Requirements:**

- Must successfully complete all NAPI-required safety and other training
- Must successfully pass and maintain training certification in all state, NAPI, individual-specific, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.

**Tools and Equipment Used:**

- Standard office equipment, including desktop computer and standard MS-Office applications
- 10 wheel manual transmission semi-truck, 13 speed semi-truck with air brakes, dump trucks, and other specialized equipment depending on the job assignment.
- Must be able to operate a company vehicle and a two-way radio.

**Other:**

- In accordance with the conditional offer of employment, individual must pass drug/alcohol screen, and all NAPI, and other required background investigations.
- Additional drug/alcohol screening and background investigations may be required depending on the job assignment, or job transfer.
- Must read and acknowledge NAPI's Non-disclosure agreement.

**V. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS**

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical and mental demands, and working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

NAPI maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the incumbent's employment file.

**Physical Effort and Demand:**

- Moderate to significant physical demand is required to perform the work; an employee in this position frequently sits in a vehicle but may, at times, stand; walk; climb; squat; or lift a minimum of 50 pounds.

**Visual Acuity, Hearing, Speaking, Manual Dexterity:**

- Must have visual acuity and manual dexterity to perform timely and accurate data entry.
- Must be able to make individual, small group, and large group presentations as required by position

**Mental Demand:**

- Effective performance requires continual thinking and attention to work/detail demanded by the Knowledge, Skills and Abilities and essential functions of the job.
- Must be able to work non-standard work hours as required to fulfill job responsibilities.

**Environment/Working Conditions:**

- Little to moderate hazardous conditions exist in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Little to moderate exposure to hot, cold, wet, humid, or windy conditions caused by weather, depending on department job assignments.
- Moderate to significant exposure to dust and particles that affect the respiratory system, eyes, or the skin, depending on department job assignments.
- Average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have potential for a negative impact on job incumbents.
- This position is not classified as "safety-sensitive."

**Continued on next page.**

**VI. EMPLOYEE ACCEPTANCE:**

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

	I acknowledge that I have been given access to a print and/or electronic copy of the Employee Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
	I understand that neither the Board of Directors nor management of NAPI can guarantee my employment, and that NAPI can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NAPI.
	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NAPI.
	I acknowledge that NAPI also reserves the exclusive right to transfer, assign, or locate the incumbent to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis, and shall be done to meet the business needs of NAPI.
	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NAPI.

**Accepted and Acknowledged by:**

\_\_\_\_\_  
*Employee Signature* *Date*

\_\_\_\_\_  
*Print Employee Name*

**Witnessed by:**

\_\_\_\_\_  
*NAPI Representative Signature* *Date*

\_\_\_\_\_  
*Print NAPI Representative Name and Job Title*