



## Navajo Agricultural Product Industry Job Description

<b>JOB TITLE:</b>	<b>Mechanic</b>	<b>JOB CODE:</b>	
		<b>PAY GRADE:</b>	ST
<b>DEPARTMENT:</b>	300 – Farm Support	<b>PAY STATUS:</b>	Hourly
<b>REPORTS TO:</b>	Farm Support Services Manager	<b>REGULAR/SEASONAL:</b>	Regular
<b>APPROVED BY:</b>	<i>Beulah John, HR Manager</i>	<b>DATE APPROVED:</b>	

### Summaries of Duties and Responsibilities:

This position was created to perform preventative maintenance and repair work on all NAPI Farm Equipment, Construction Equipment, Heavy Equipment and Diesel Powered Trucks in a cost effective and efficient manner. Mechanic will provide mechanical support for the farm operation in the shop environment and in field operation when necessary.

### Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company polices 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. Maintains a safe working condition and environment.
2. Maintains a variety of logs and records on maintenance and service and provides report to manager.
3. Services, performs maintenance and repairs on Diesel Powered vehicles and equipment.
4. Utilizes and interprets diagnostics/troubleshoots with computer software.
5. Supports and assists with the Farm Support Service Department tasks and responsibilities.
6. Understands warranty issues and makes appointments when necessary.
7. Works with crop managers, department managers, and drivers to minimize downtime of



## Navajo Agricultural Product Industry Job Description

---

- farm equipment, heavy equipment, and diesel powered vehicles.
8. Uses hand tools such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments, as well as power tools such as pneumatic wrenches, lathes, welding equipment, and jacks and hoists. In a safe knowledgeable manner.
  9. Inspects brake systems, steering mechanisms, wheel bearings, and other important parts to ensure that they are in proper operating condition.
  10. Adjusts and realigns brakes, aligns wheels, tightens bolts and screws, and reassembles equipment.
  11. Raises trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists.
  12. Performs routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery.
  13. Test drives trucks and buses to diagnose malfunctions or to ensure that they are working properly.
  14. Examines and adjusts protective guards, loose bolts, and specified safety devices.
  15. Attaches test instruments to equipment, and reads dials and gauges to diagnose malfunctions.
  16. Inspects, tests, and listens to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, and pressure gauges.
  17. Inspects, repairs, and maintains automotive and mechanical equipment and machinery such as pumps and compressors.
  18. Multi-tasks when the shop repairs are in high demand.
  19. Performs maintenance and service work on air compressors mounted on vehicles.
  20. Performs welding on heavy equipment, farm equipment, and other metal work projects.
  21. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
  22. Demonstrates ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
  23. Keeps up-to-date technically and apply new knowledge to your job.
  24. Identifies information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

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 coursework in automotive theory, diesel repair, automotive maintenance, electrical systems, hydraulic theory and repair, and diesel technology highly preferred.
- ASE Certified or other Diesel Technician Certification highly preferred.



## Navajo Agricultural Product Industry Job Description

---

- A minimum of three (3) or more years work experience as a Diesel Technician /Mechanic; required education may be substituted for work experience.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- Education/training may 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.
- Ability to use search engines, data queries, and assimilate printed information.
- Ability to speak in public.
- Ability to communicate effectively orally and in writing English, Navajo is highly preferred.
- Knowledge of safe work practices required including EPA and Navajo OSHA regulations.
- Knowledge of small gas motors and truck mounted air compressors for necessary repairs and maintenance.
- Able to operate a forklift, loader, heavy equipment, and farm equipment.
- Welding knowledge and experience highly required.
- Thorough knowledge of tire mounting and balancing equipment, brake drum lathes, air compressors, drill press and grinders.
- Adjust and reline brakes, align wheels, tighten bolts and screws, and reassemble equipment.
- Raise trucks and heavy parts or equipment using hydraulic jacks or hoists.
- Ability to read, understand and use schematics is required.
- Ability to input information in databases and generate reports.
- Ability to complete tasks as directed by supervisor.
- Must be able to work long hours and/or weekends if necessary.
- This job requires being able to manage one's own time and the time of others.
- This job requires being able to communicate effectively both orally and in written form information and ideas so other will understand.
- This job requires the incumbent to have basic education and training knowledge to include principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- This job requires being reliable, responsible, and dependable, and fulfilling obligations.
- This job requires being careful about detail and thorough in completing tasks.
- This job requires being persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- This job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

### **Physical environment and working conditions:**

This job requires you to work in and out of the office with exposure to heat and cold temperatures.



## Navajo Agricultural Product Industry Job Description

---

### 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 <u>75</u> #		

### Business machines and computer software used:

### 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