



## Navajo Agricultural Product Industry Job Description

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Job Title: **Pumping Plant Mechanic**

Location: **Gallegos Pumping Plant**

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

Department: **851-250 GPP**

Pay Status: **Hourly**

Grade: **ST**

Salary Range: **\$DOE**

Reporting Relationship: **This position reports to the O&M Mechanical 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 in the delivery of water to the NAPI farm operations.

### **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. Performs complete tear down and overhaul on various types of natural gas engines. Engines include but not limited to VRG-330A/TA Waukesha, and G3306A/TA Caterpillar Engines.
2. Performs complete tear down and inspections on vertical and horizontal pump units, (Allis Chalmers, Floway, Worthington, BJ, etc.) and traveling water screens.
3. Performs preventive maintenance tasks on all pumping plant equipment and appurtenance work according to schedules and recommendations by the manufacturer.
4. Diagnoses and interprets engines problems.



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5. Utilizes precision tools to overhaul engines, level pump to base plate, dial in Indicator) pump shaft to motor shaft on horizontal pumps.
6. Maintains gas engine wiring control system, Murphy safety Switch, calibrates programs, troubleshoots and resolves problems.
7. Conducts inspection and maintenance on hydraulic valve systems and hydro tank air compressors.
8. Maintains good communication with supervisor, dispatch control center and NAPI or other O&M employees on pumping plant status.
9. Maintains the Headwork and Cutter Dam facilities, pumping plants, check structures, laterals, and farm delivery units in a safe and clean manner through performance of custodial activities incidental to operations.
10. Disassembles machinery and equipment to remove parts and make repairs.
11. Repairs and replaces broken or malfunctioning components of machinery and equipment.
12. Repairs and maintains the operating condition of industrial production and processing machinery and equipment.
13. Reassembles equipment after completion of inspections, testing, or repairs.
14. Operates newly repaired machinery and equipment to verify the adequacy of repairs.
15. Records repairs and maintenance performed and maintains records of such maintenance and repairs.
16. Conducts inspections on hydraulic cone valve, performs tear down inspection to remove parts and make repairs.

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 the mechanical/electrical wiring field or relative field of study is helpful.
- This job requires the incumbent to obtain certification in Industrial Mechanics or 3 years experience in pumping plant operations or Industrial Mechanics.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.



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- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of materials, methods, and the tools involved in the construction or repair.
- Repairing machines or systems using the needed tools.
- Determining causes of operating errors and deciding what to do about it.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Determining the kind of tools and equipment needed to do a job.
- Installing equipment, machines, wiring, or programs to meet specifications.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical principles.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Using either control mechanisms or direct physical activity to operate machines or processes.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts and passenger vehicles.
- Ability to complete tasks as directed by supervisor.
- Job requires being sensitive to others' needs and feeling and being understanding and helpful on the job.
- 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 a willingness to take on responsibilities and challenges.



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- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- 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 being honest and ethical.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires persistence in the face of obstacles.
- 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