



Navajo Agricultural Product Industry Job Description

Job Title: **Plant Operator I**

Location: **NAPI – Region II**

Work Schedule: **Varied**

Department: **Granary**

Exemption Status: **Non-Exempt** Grade: **9** Salary Range: **\$9.37 - \$11.34**

Reporting Relationship: **This position reports to the Plant Operations Manager**

Summaries of Duties and Responsibilities

This position was created to maintain plant equipment(s) such as; loaders, drills, tractors, trucks, fork lifts, conveyors, grain elevators, hoppers, grain dryers, grain bins and weight scales. He/she handles materials and freight at the plant site. A plant operator also carries out preventative and routine maintenance of the plant and equipment at the plant site. He/she moves and handles equipment at the plant site while also carrying out safety checks on equipment daily.

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. 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. Operate vehicles, mechanized devices or equipment used in the agricultural production, such as tractors, forklifts, or passenger vehicles, when needed.
3. Assist in adjusting, repairing, and servicing farm machinery and notify supervisor when machinery malfunctions.
4. Guide products on conveyors to regulate flow through machines, and to discard diseased or rotten agricultural products.



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5. Position boxes, bags or attach bags at discharge ends to machinery to catch products, removing and closing full containers.
6. Spray fertilizer or pesticide solutions to control insects, fungus and weed growth, and diseases, using hand sprayers.
7. Weigh crop-filled containers, and record weights and other identifying information.
8. Drive trucks to haul crops, supplies, tools, or farm workers, when needed.
9. Load and unload crops or containers of materials manually or using conveyors, hand trucks, forklifts, or transfer augers.
10. Load hoppers, containers, or conveyors to feed machines with products using forklifts, transfer augers, suction gates, shovels or pitchforks.
11. Manipulate controls to set, activate, and adjust mechanisms on machinery
12. Observe and listen to machinery operation to detect equipment malfunctions.
13. Performs other work related duties as assigned.

Education, prior work experience, and specialized skills and knowledge:

- This job requires a High School Diploma (or GED or High School Equivalence).
- A College or Vocational school degree in related field is preferred
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- 0 to 1 year experience in related field
- Education/training can be substituted for previous work experience.
- Certification in First Aid/CPR, WPS Handler Permit, Basic Electrical, Confined Spaces, Forklift training, and Defensive Driving.
- 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
- Ability to speak in public.
- Ability to communicate effectively orally and in writing in English. Navajo is helpful.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.



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- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Job requires working as a team and communicating effectively with coworkers and management to get things done.
- Job requires being honest and ethical.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires analyzing information and using logic to address work-related issues and problems.

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
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 75#		

Business machines and computer software used:

NAPI vehicle and a Two-Way Radio



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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