



Navajo Agricultural Products Industry (NAPI) POSITION DESCRIPTION

JOB TITLE:	Equipment Operator	JOB CODE:		PAY GRADE:	SN
DEPARTMENT:	Various Departments	PAY STATUS:			Hourly
REPORTS TO:	Various, depending on assignment	REGULAR/SEASONAL:			Seasonal
APPROVED BY:	<i>Bentah C. John</i> , Human Resources Manager	DATE APPROVED:			7/19/2017

I. POSITION FUNCTION SUMMARY:

Under direct supervision, the Equipment Operator provides support in operating farm equipment and machinery in a safe and efficient manner for optimal crop production during field preparation, planting, cultivation, harvesting and maintenance of crop acreage for various departments, including Alfalfa Crop, Bean Crop, Conservation, Corn Crop, Farm Support Services, Scales, and Organic/Conventional Row Crop. Equipment Operators will have a primary job assignment to a department, but will also be assigned as needed to work in other departments.

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.

General 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 and machinery used in agricultural production, such as tractors and combines effectively, efficiently, and safely.
3. Attaches farm implements such as plows, discs, sprayers, or harvesters to tractors, using bolts and hand tools.
4. Assembles, attaches, adjusts proper combination of farm implements.
5. Loads hoppers, containers, or conveyors to feed machine with products, using forklifts, transfer augers, suction gates, shovels, or pitchforks.
6. Manipulates controls to set, activate, and adjust mechanisms on machinery.
7. Mixes specified materials or chemicals, and dump solutions, powders, or seeds into planter or sprayer machinery.
8. Adjusts, repairs, and services farm machinery and notifies supervisors when machinery malfunctions.
9. Observes and listens to machinery operation to detect equipment malfunctions.
10. Identifies equipment problems in a timely manner to minimize down time and equipment failure.

11. Assists department work crews in the activities of planting, weeding, or harvesting activities.
12. Performs tillage, planting, cultivation and harvesting operations effectively.
13. Performs proper maintenance service, repairs, adjustments and safety inspections of equipment and implements.
14. Maintains and promotes a safe work environment in all areas of control.
15. Completes daily reports and field operation reports as requested and in a timely manner.

See DEPARTMENT JOB ASSIGNMENTS for departments with additional duties

Other

16. 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.
17. 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.
18. 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. Communications technology may, for certain tasks and under certain circumstances, enable an employee to effectively perform some of the work-related duties from home on a temporary basis.
19. 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.
20. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

DEPARTMENT JOB ASSIGNMENTS

This Job Description is intended to be somewhat general in nature with respect to the job family, and as such it does not detail all duties of a particular job assignment. Additional duties, responsibilities, and accountabilities may be assigned to an incumbent in this position depending on the Department Job Assignment.

Scales

21. Operates hay squeeze equipment safely, efficiently, and effectively.
22. Performs daily pre-operation/post-operation equipment checks, and safety inspections to ensure hay squeezers are in fully functional state.
23. Performs maintenance and repairs on equipment as needed in a timely manner.
24. Maintains equipment by removing trash from cab and wash down equipment daily.
25. Maintains all necessary operating paperwork. (i.e., pre/post trip inspections, logbook).
26. Communicates with co-workers, management, customers, and vendors in a courteous and effective manner.
27. Communicates any mechanical repairs to both supervisors and Farm Support Services Department by filing out the proper work orders.
28. Completes and maintains all loading documentation (i.e., Scale Tickets, Customer Tickets).
29. Observes surroundings while operating equipment for road conditions and operating issues.
30. Reports all damages/mechanical errors to appropriate parties.
31. Loads and unloads products from/to field, storage, customer's vehicle, and vendors as directed in a courteous, safe, and timely manner.
32. Assists Laborers with loading products for customers and maintains yard by cleaning.
33. Assist Laborers with sorting through inventory and relocate if needed, base on quality (i.e., damaged/bottom bales).
34. Assists with tarping of inventory by covering and removing tarps and relocating unused tarps.

35. Maintains a good driving record throughout duration of employment.
36. Completes annual re-certification to maintain knowledge, skills and safe practices.
37. Learns to operate other farm equipment.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has low to no level of line responsibility and very limited authority to make independent decisions over an assigned department or function.

Budgetary & Financial Resources Accountability:

Position has no accountability for budgetary or financial decisions, and decisions will have no impact on resource utilization or budget within NAPI.

Equipment/Material Management & Accountability:

Position has a minimal level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; no authority and accountability for purchase within strict policy guidelines may be present.

Confidential and Sensitive Information:

- Incumbent has limited 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 high level of confidentiality of the information processed by the employee.
- Incumbent has limited access to personal and professional data regarding customers, 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 Equipment Operator works under direct supervision in each assigned department. Production generally precedes a check on the quality of work. Established methods and procedures are clearly established and general instructions provided.

Supervision Exercised:

The Equipment Operator is responsible for own work, and has no supervisory authority or responsibility, although the Equipment Operator may have functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Supervisor.

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:

- Some functions require certifications and training which will be provided by NAPI.

Preferred:

- High School Diploma, GED, or High School Equivalence.
- Prior experience as an Equipment Operator in farming or agricultural business.

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 NPEA 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
- **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.
- **Self-Management:** Skill in managing one's own time, being self-directed, able to work in a changing, stressful, fast-paced and varied work environment; must be detail-oriented and thorough in completing tasks, and persistent in the face of obstacles.

Knowledge, Skills and Abilities:

The Equipment Operator must be able to perform each essential duty and other job responsibilities satisfactorily, using job related knowledge, skills, and/or abilities needed to perform this job successfully.

- Knowledge in hand signals.
- Ability to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to willing to take on responsibilities and challenges.
- Ability of being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Ability to establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Ability to be persistence in the face of obstacles.
- Ability to be reliable, responsible, dependent, and fulfilling obligations.
- Ability to work a diverse schedule.
- Ability to demonstrate safety consciousness and awareness at all times.
- Ability to keep records and write legibly.
- Ability to perform minor equipment maintenance.
- Ability to be trained on advanced technical equipment.
- Must have own tools and wear proper personal protective equipment.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico or Arizona driver's license (preferably by New Mexico) must have and maintain an NAPI-insurable driving record, and may be required to provide proof of current liability insurance meeting or exceeding State-required minimum coverages.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training
- Must successfully pass and maintain training certification in all state, NAPI, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.
- First Aid, CPR, and Defensive Driving Course (every 2 years).
- Global GAP training in such areas as quality control, quality assurance, food safety, and other related work in an agricultural setting.

Tools and Equipment Used (varies by job assignment):

- Standard office equipment, including desktop computer and standard MS-Office applications

- Must be able to operate a two-way radio.
- May operate 44x4 row crop tractors, farm implements such as planters, cultivators, combines, under-cutters, pay loaders and forklifts.
- May operate Forklift; certification required.
- May use hand tools, such as shovels, rakes, shears, pruning saws, chain saws, hedge or brush trimmers, or axes.
- May be required to provide own tools, depending on department job assignments.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and all NAPI, and other required background investigations.
- Additional drug 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:

- Significant physical demand is required to perform the work; an employee in this position frequently stands, walks, kneels, squats, crawls, twists, and climbs.
- Significant physical demand is required to perform the work; an employee in this position frequently lifts a minimum of 50 pounds.
- Significant physical demand is required to perform the work; an employee in this position frequently using hands to finger, handle or feel, reach with hands and arms.

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 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 some hazardous conditions exists in the work environment. The work environment is pleasant; only minimal negative physical factors exist.

- Above 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.
- Little to moderate exposure to hot, cold, wet, humid, or windy conditions caused by weather, depending on department job assignments.
- Little to moderate exposure to conditions such as dust and particles that affect the respiratory system, eyes or, the skin, depending on department job assignments.
- Little to moderate exposure to noise level in the work environment may be loud, depending on department job assignments.

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 NAPI Employee 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 Trustees 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*