



**POSITION DESCRIPTION**

JOB TITLE:	<b>CANAL SYSTEM TECHNICIAN</b>	JOB CODE:	
DEPARTMENT:	Operations & Maintenance	PAY GRADE:	SL
REPORTS TO:	Canal System Foreman	PAY STATUS:	Full Time / Hourly
APPROVED BY:	<i>Beeulah E. John</i> , Human Resources Manager	REGULAR/SEASONAL:	Regular
		DATE APPROVED:	2/19/2018

**I. POSITION FUNCTION SUMMARY:**

Under direct supervision of the Canal System Foreman, the Canal System Technician assists in operating and maintaining both carriage and distribution systems and associated ancillary equipment.

**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. Operates and maintains pumping plant equipment and associated laterals and ancillary equipment in an assigned area of the Navajo Indian Irrigation Project (NIIP) water delivery system ensuring water delivery to the NAPI farm.
2. Operates, troubleshoots, and repairs pressure reducing valves (PRV) and water flow meters in the farm delivery units and pumping plants.
3. Maintains carriage system turnouts removing debris for unrestricted flow into pumping plants and gravity siphons.
4. Maintains and repairs equipment in the farm delivery units and above-ground equipment and structures of the underground laterals.
5. Maintains daily pumping plant and lateral operation records including vehicle usage, plant operational logbooks, daily activity, water order, daily water order count sheet and other documents pertinent to Irrigation System Operations.
6. Performs manual operation of storage and carriage system radial gates when requested by Control Center.
7. Performs monthly water flow meter readings.
8. Monitors water use in the NIIP carriage and distribution system.
9. Performs monthly natural gas meter readings of NIIP/NAPI facilities.
10. Conducts safety and maintenance inspection of storage, carriage and distribution system.
11. Completes minor repairs immediately as needed.
12. Identifies and records seepage monitoring as required.
13. Monitors NIIP right-of-ways and NAPI farm
14. Reports new non-farm construction and development to supervisor.

15. Coordinates with O&M Control Center, NAPI farm operations and contractors, and other O&M departments on water delivery schedules and status of the water distribution system.
16. Maintains the headwork and Cutter Dam facilities, pumping plants, check structures, laterals, and farm delivery units in a safe, clean manner through performance of custodial activities incidental to operations.
17. Performs preventive maintenance as recommended.

#### Other

18. 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.
19. 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.
20. 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.
21. 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
22. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

### **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.

#### Results of Action:

Decisions will have a high 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 accountability for budgetary or financial decisions, and decisions will have no degree impact on resource utilization within NAPI.

#### Equipment/Material Management & Accountability:

Position has 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 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 Canal System Technician works under general supervision of the Canal System Foreman. Production generally precedes a check on the quality of work. Established methods and procedures are clearly established and general instructions provided.

Supervision Exercised:

The Canal System Technician is responsible for own work, and has no supervisory authority or responsibility, although the Canal System Technician may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Canal System 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:*

- High school diploma or GED, or High School Equivalences.
- College course work in Mechanical Field or a relative field of study.

*Preferred:*

- An Associate's degree from an accredited two-year college or university in Mechanical Field.
- One and half (1 ½) year directly related work experience in Canal and Pumping Plant Operations.
- Experience in agricultural business.

*Substitution:*

- Additional education or training may substitute for experience requirement.

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:

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 and experience in inspecting and repairing pressure reducing valves and water flow meters, in operations of the NIIP automated water-pumping plants, supervisory control systems, pressurizing and depressurizing underground closed lateral systems, and PRV operations.
- Knowledge of a large-scale irrigation operation demonstrating leadership skill, planning, and organizing.

- Knowledge in inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Knowledge in servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical principles.
- Skill in using computer applications including spreadsheet, database, and word processing software.
- Skill in mathematics for water computation conservation (Gallon Per Minute to Cubic Feet per Second to acre Feet) and stationing on the carriage and distribution system.
- Ability to work with minimal supervision and demonstrate initiative and reliability.
- Ability to perform basic mechanical duties: changing oil, oil filter, air filters, water filters, adjusting oil drippers, etc.
- Ability to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Ability to concentrate and handle detailed work.
- Ability to work under stress, and to perform with frequent interruptions and/or distractions.
- Ability to work collaboratively to build professional working relationships with colleagues, coworkers, and constituents.
- Ability to work successfully as a member of a team and independently with moderate supervision.
- 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 other will understand.
- Ability 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 thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.
- Ability to be reliable, responsible, and dependable, and fulfilling obligations
- Ability to take on responsibilities and challenges.
- Ability to complete tasks as directed by supervisor/foreman.
- Ability to be honest and ethical.
- Ability to be sensitive to others' needs and felling and being understanding and helpful on the job.
- Ability to stay up-to-date technically and applying new knowledge to your job.

#### 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.
- In accordance with the conditional offer of employment, NAPI conducts motor vehicle record checks on any job offer made to an O&M employee-candidate for a position with driving responsibilities of a GSA vehicle. All motor vehicle records are reviewed carefully for acceptability prior to exclusions being issued. Please note the list stated below is not necessarily inclusive of all possible offenses that may be cause for exclusion.

A NAPI-insurable driving record must not reflect any of the following infractions, some examples include but are not limited to:

- Any of the following violations that appear in the last 3 years may be deemed unacceptable:
  - a. Any combination of 3 or more at fault accidents and/or chargeable moving violations by a driver

- Any of the following violations that appear in the last 5 years may be deemed unacceptable:
  - b. Hit and Run
  - c. Failure to report an accident
  - d. Using a motor vehicle for the commission of a felony
  - e. Operating a motor vehicle without the owner's authority
  - f. Reckless driving
  - g. Speed Contest
  - h. Driving under the influence of alcohol or drugs
  - i. Refusal to submit an alcohol or drug test
  - j. Operating a motor vehicle during a period of suspension
  - k. Homicide, manslaughter or aggravated assault with a motor vehicle
  - l. Attempting to elude police officers
  - m. Failure to stop and/or report an accident
  - n. Youthful passenger with an open container
  - o. Those requiring an SR-22 filing or other proofs of financial responsibility.

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).

Tools and Equipment Used:

- Standard office equipment, including desktop computer and standard MS-Office applications
- Must be able to operate a GSA vehicle and a two-way radio.
- Must be able to operate Farm Tractor, Skid Loader, Traveling Water Screens, electrical motors and natural gas engines, horizontal and vertical pumps, radial gates, weed eaters, 3" and 6" water pumps.
- Must have own set of work tools and steel-toed shoes.
- Must adhere to dress code standards; and personal protective equipment.

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;

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.
- Must be available 7 days a week to meet deadlines and respond to operational needs particularly during irrigation season.
- Must be able to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

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.
- 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.
- Works in confined space.
- Works a 12-hour rotating shift including holidays, weekends, days and nights.
- Responds to emergencies 24 hours a day and seven days a week during irrigation season, when needed.

**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 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's Name

**Witnessed by:**

\_\_\_\_\_

NAPI Representative Signature

Date

\_\_\_\_\_

Print NAPI Representative's Name and Job Title