



Navajo Agricultural Product Industry Job Description

Job Title: **Plant Operations Manager**

Location: **Bean Plant Facility**

Work Schedule: **Varied**

Department: **605 – Bean Plant**

Exemption Status: **Exempt**

Grade: **25**

Salary Range: **\$ DOE**

Reporting Relationship: **This position reports to the Marketing Director.**

Summaries of Duties and Responsibilities

This position was created to provide leadership and guidance to the employees and process quality products, maximize profits, and operate within the budget provided.

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.
- Follows safety guidelines and participate in trainings.
- Practices good stewardship of NAPI property and follow policy.
- Acts in a professional manner at all times.
- Functions from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follows the current NAPI Strategic Plan initiatives.
- Maintains a team environment with other departments.
- Champions NAPI in the community.

Primary Duties and Responsibilities:

Essential Functions

1. Complete Pinto Bean orders given by the sales and marketing staff on a daily basis.
2. Direct and coordinate the activities of employees engaged in the production or processing of goods, such as Plant Operators, Records & Accounting Clerks and Quality Control Coordinators.
3. Read and analyze charts, work orders, production schedules, and other records and reports to determine requirements and to evaluate current production estimates and outputs.
4. Confer with other department supervisors to coordinate operations and activities with or between departments.



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5. Plan and establish work schedules, assignments, and production sequences to meet production goals
6. Operates packing facility according to worksheet orders coordinated with Marketing Director.
7. Reads and applies facility data from Famous Software for inventory inputting and shipping needs.
8. 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.
9. Attends weekly coordination meetings with Sales and Marketing staff and other departmental staff.
10. Maintains good communication with Marketing Director, Crop Managers, Department and Operations Managers and fellow personnel with schedules, plans, objectives, goals, and daily operations.
11. Demonstrates a working knowledge of Packing Operations and Integrated Sales.
12. Demonstrates the ability to maximize efficiency in Plant Operations in order to reduce downtime.
13. Demonstrates initiative in achieving departmental goals and communicate effectively with the Marketing Director in order to assure goals and objectives are being met.
14. Works collaboratively with Marketing Director to assure effective and efficient operations and maximum crop production.
15. Negotiates the most cost effective process for budgetary items to maximize profit to cost margins.
16. Communicates effectively in writing and demonstrates ability to present budget summaries and crop reports in a professional matter to the Board of Directors as requested by the Marketing Director.
17. Ability to oversee an excess of 30 employees with rotating shifts.
18. Develops and implements a departmental budget.
19. Follows budgetary guidelines approved by the Marketing Director, Chief Executive Officer, and NAPI Board of Directors.

Performs other related duties and assignments as required.

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

- Must be able to meet the requirements of NAPI's Motor Vehicle Operation Policy
- This job requires a High School Diploma (or GED or High School Equivalence).



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- This job requires some college course work in Agricultural, Management.
- This job requires a minimum of 3 years of progressive management experience in an agricultural business setting.
- A Bachelor Degree or Master Degree in Plant Maintenance or Manufacturing is helpful.
- Successful experience with manufacturing concepts is desirable with a solid understanding of Supply Management, Procurement, Maintenance, transportation, Packaging, and Safety.
- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- This job requires the incumbent to have ability to communicate information and ideas so other will understand, both verbally and in written form.
- Ability to speak in Navajo is preferred.
- This job requires the incumbent the knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- This job requires the incumbent to be an active listener by 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.
- This job requires the incumbent to be able to manage one's own time and the time of others.
- This job requires the incumbent to be able to manage personnel resources by motivating, developing, and directing people as they work, and identifying the best people for the job.
- Must be able to use logic and reasoning to identify the strengths and weaknesses of alternatives solutions, conclusions or approaches to problems.
- Must be able to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Must be able to perform routine maintenance on equipment and determine when and what kind of maintenance is needed.
- Job requires developing one's own way of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.



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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		

Business machines and computer software used:

Ability to operate a Farm equipment/implements, heavy equipment, a forklift, a Company Vehicle, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2010 (Word, Excel, Power Point, Project, & Outlook), and Famous computer software.

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