



## Navajo Agricultural Products Industry (NAPI) POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>HEAVY EQUIPMENT OPERATOR</b>	<b>JOB CODE:</b>	
		<b>PAY GRADE:</b>	SL
<b>DEPARTMENT:</b>	Various Departments	<b>PAY STATUS:</b>	Full-Time/Hourly
<b>REPORTS TO:</b>	Various, depending on assignment	<b>REGULAR/SEASONAL:</b>	Regular
<b>APPROVED BY:</b>	<i>Bulah &amp; John</i> Human Resources Manager	<b>DATE APPROVED:</b>	4/16/2019

### I. POSITION FUNCTION SUMMARY:

Under direct supervision, the Heavy Equipment Operator operates heavy equipment and machinery effectively, efficiently, and safely to assist and support various department, including Technical Services and Farm Support Services. The Heavy Equipment Operator operates several types of heavy equipment and may repair and maintain equipment in addition to other departmental assignments

### 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. See DEPARTMENT JOB ASSIGNMENTS beginning on page 2.

#### Other

2. 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.
3. 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.
4. 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.
5. 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.
6. 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.*

### **Farm Support Services**

1. Operates fuel truck delivery service to tractors, heavy equipment, and generators.
2. Assists Mechanics and Diesel Technicians with repairs and maintenance of fleet units, tractor-trucks, hay squeezers, and farm implements.
3. Maintains current knowledge, skills, and practices for operating fuel truck effectively, efficiently, and safely.
4. Performs daily delivery of fuel, oil, and diesel exhaust fluid (DEF) to tractors, heavy equipment, and generators in a timely manner.
5. Checks fluid levels (oil and hydraulic oil) of tractors, heavy equipment, and generators a timely manner.
6. Conducts regular inspections of field equipment.
7. Completes and maintains daily fuel sheet for disbursement of fuel/fluids and measurement of fuel/fluids that have been dispensed to field equipment.
8. Completes and maintains records of repair and maintenance of fuel truck.
9. Completes and maintains daily DOT/Driver log in a neat and timely manner.
10. Keeps fuel truck clean and in good repair.
11. Assists in keeping the shop clean.
12. Assists Laborer in unloading and stocking parts and recording inventory.

### **Technical Services**

1. Operates heavy equipment machinery and performs routine maintenance work, repair, and labor on NAPI/NIIP water system equipment and facilities.
2. Complies with safety standards when operating heavy equipment around high voltage overhead lines and components, as well as natural gas pipelines.
3. Performs complete equipment inspections and ensures optimal operating condition.
4. Organizes and maintains maintenance and repair records on a daily basis, provides progress reports to the supervisor.
5. Inputs maintenance work orders into Maximo.
6. Learns and follows safety regulations and monitors operations to ensure that health and safety standards are met.
7. Prepares Job Hazard Analysis for heavy construction projects.
8. Identifies materials, methods, and the tools involved in the construction or repair of buildings or structures such as canals, laterals, and roads.
9. Take actions to avoid potential hazards and obstructions, such as utility lines, other equipment, other workers, and falling objects.
10. Fabricates pipe breaks and other general maintenance of NIIP Carriage Storage and Distribution Systems; must be able to read NIIP design drawings and specifications.
11. Performs concrete placement finishing and grout during construction.
12. Assists in the excavation and back-filling operation, cleaning, and disposing of waste material.
13. Understands and performs proper soil processing and backfill compaction requirements for repair projects.
14. Inspects and maintains facility and heavy equipment for safe working order and advises supervisor of needed repairs by using both Maximo and in written daily reports.
15. Sets and assembles concrete forms during construction of the NAPI Canal concrete lining.
16. Operates (Tanker) fuel truck and refuels all equipment after each use.
17. Loads and unloads heavy equipment and transports using lowboys or trailers.
18. Adjusts hand wheels and depress pedals to control attachments, such as blades, buckets, scrapers, and swing booms.
19. Starts engines, move throttles, switches, and levers, and depress pedals to operate machines such as bulldozers, trench excavators, road graders, backhoes, 2-ton crane truck, long-reach excavators, and cranes.
20. Locates underground services such as pipes and wires, by using as-built drawings and coordinates New Mexico One-calls prior to beginning work.
21. Aligns machines, cutter heads, or depth gauge makers with reference stakes and guidelines or ground or position equipment, following hand signals of other workers.
22. Loads and moves dirt, rocks, equipment, and materials, using dump trucks, tractors, loaders, excavators, backhoes, power cranes, shovels, graders, or related equipment.

23. Drives and maneuvers equipment equipped with blades in successive passes over working areas to remove topsoil, vegetation, and rocks, and to distribute and level earth or terrain, without damaging existing signage and structures along canal roads and lateral right-of-way.
24. Coordinates machine actions with other activities, positioning or moving loads in response to hand or audio signals from crew members.
25. Assists the warehouse in yard housekeeping, constructing storage buildings, fences, waste material organization, handling practices, and other manual labor duties when there is no earthwork needed.
26. Performs other duties related to facility and equipment repairs, procurement of materials, communication with dispatch in maintenance work orders, repairs of lateral pipelines and canal systems.

### **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 Heavy 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 Heavy Equipment Operator is responsible for own work, and has no supervisory authority or responsibility, although the Heavy 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:***

- High School Diploma, GED, or High School Equivalence.

### ***Preferred:***

- Certification in Heavy Equipment Operator Training.
- College Course work in Vocational courses
  - Farm Support Services: Mechanical/Electrical Wiring Field or related field of study
  - Technical Services: Welding, Concrete Placement, or Earthwork.
- Prior experience in operating heavy equipment in farming or agricultural business.
  - Technical Services: Irrigation system repair or earthwork construction.
- Certificate in Commercial Driver's License
  - Farm Support Services: CDL with Hazmat Endorsement
  - Technical Services: CDL Class A with TX Endorsement

### ***Substitution:***

- Prior education/training can be substituted for previous work experience.

## **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 Heavy 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 of relevant equipment policies, procedures, and strategies to promote effective local security operations for the protection of people, data and property.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge equipment, structures, or materials inspection 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.
- Knowledge of principles and processes for providing customer service, which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge in crane hand signals.
- Knowledge of gasoline and diesel engines.
- Knowledge of EPA rules and regulations.
- Skill in controlling operations of equipment or systems.
- Ability to operate excavators, motor graders, and dozers with Trimble Grade Control.
- Ability to be honest and ethical.
- Ability to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Ability to be open to change (positive or negative) and to considerable variety in the workplace.
- Ability to be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- 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 be persistence in the face of obstacles.
- Ability to give 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.
- Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Ability to be reliable, responsible, dependent, and fulfilling obligations
- Ability to be careful about details and thorough in completing work tasks.
- Ability to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

- Ability to analyze information and use logic to address work-related issues and problems.
- Ability to establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- 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 understand the implications of new information for both current and future problem-solving and decision-making.
- Ability to keep up-to-date technically and applying new knowledge to your job.
- Ability to perform routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- Ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
- Ability to be trained on advanced technical equipment.
- Ability to work under limited supervision and work a diverse and long schedule.
- Ability to complete tasks directed by supervisor.
- Ability to determine the kind of tools and equipment needed to do a job.
- Ability to adhere to dress code standards, 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.
- 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).
- Global GAP training in such areas as quality control, quality assurance, food safety, and other related work in an agricultural setting.
- Must obtain certification in WPS Handler Permit, Basic Electrical, Confined spaces, Tractor Training, and Forklift Training.

**Tools and Equipment Used (varies by job assignment):**

- Standard office equipment, including desktop computer and standard MS-Office applications.
- MAXIMO Asset Management System, depending on departmental job assignment.
- Must be able to operate Government Service Administration (GSA) vehicle for Technical Services & O&M.
- Must be able to operate a two-way radio.
- May operate ½ - 1 ton 4x4 trucks, automatic and manual transmission drive, depending on departmental job assignments.
- May operate Tractor Truck with Trailer, Motor Grader-12' blade with sacrifice, Dozer/Ripper (D7H), Rubber Mounted Highway Excavator, Truck Mounted Excavator 320L, 3400 Link-belt, 30 ton (P&H) Hydraulic Crane, Dump Truck-12-yard Bucket, Front End Loaders-Two-Yard Bucket, Backhoe Loaders, Lowboy Trailer-60-Ton Capacity, 15-ton Hydraulic Mobile Crane, Farm Tractor (540), Skid Loaders, 2-ton Crane Truck, Trencher, Scraper, and Forklifts, depending on department job assignments.
- May operate Air Compressors, welding machines, generators, water pumps and hand air tools, depending on department job assignments.
- May use hand tools, such as shovels, rakes, shears, pruning saws, chain saws, hedge or brush trimmers, or axes, depending on department job assignments.
- 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;

**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.
- Ability to respond to emergencies 24 hours a day, seven days a week during irrigation season.

**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 Name*

**Witnessed by:**

\_\_\_\_\_  
*NAPI Representative Signature* *Date*

\_\_\_\_\_  
*Print NAPI Representative Name and Job Title*