



POSITION DESCRIPTION

JOB TITLE:	O&M SUPERVISOR	JOB CODE:	
DEPARTMENT:	Operations & Maintenance	PAY GRADE:	SU
REPORTS TO:	O&M Manager	PAY STATUS:	Full Time / Hourly
APPROVED BY:	<i>Bulah & John</i> , Human Resources Manager	REGULAR/SEASONAL:	Regular
		DATE APPROVED:	2/16/2018

I. POSITION FUNCTION SUMMARY:

Under direct supervision of the Operations & Maintenance (O&M) Manager, the O&M Supervisor performs a variety of duties, such as supervise, manage, operate and maintain the day-to-day operations of the Navajo Indian Irrigation Project (NIIP) water delivery system facilities and equipment (Navajo Dam Headworks, Cutter Dam, Main and Gravity Main Canal, Amarillo Canal, Burnham Lateral, and Coury Lateral); responsibilities also includes but not limited to planning, organizing, coordinating, and executing plans and objectives within the Operations and Maintenance Department as contracted by the PL 93-638 agreement.

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.

Supervisory Duties & Responsibilities

1. Manages the day-to-day water delivery system, to include but not limited to planning, organizing, coordinating, and execution of plans and objectives within the Operations & Maintenance Department.
2. Oversees oversee the day-to-day operations of the NIIP water delivery between Navajo Reservoir and the NIIP Delivery units.
3. Manages and supervises the work unit in keeping with applicable laws and regulations, including NAPI's policies, guidelines, and Navajo affirmative action policies.
4. Ensures a safe working environment, and oversees compliance with applicable OSHA and other laws, regulations, and work rules concerning environmental safety and health by employees; assists with accident/injury investigations as directed by the Safety or HR department.
5. Assures compliance with applicable Navajo Nation and Federal laws. These requirements include but not limited to: procurement, preference in employment and business practices, safety, environmental considerations, PL 93-638 contract agreement administration, OMB circulars, GSA contracts, etc.
6. Observes, receives, and otherwise obtains information from all relevant sources as well as handling complaints, settling disputes and resolving conflicts or otherwise negotiating with others, and prepares reports of findings, in accordance with NAPI Policies & Procedures.

7. Leads, directs and supervises reporting personnel including work procedures, asset management software MAXIMO operation, workloads, cost estimates, timesheets, labor coding, and work schedules by directing the workflow in such a manner as to promote productive efficiency of employees.
8. Identifies the developmental needs of employees in department and coaches, mentors, trains, or otherwise helps others to improve their knowledge or skills.
9. Manages performance of assigned direct reports and others in the work unit; conducts employee performance reviews for assigned staff, properly documents corrective action, performance improvement plans, and disciplinary actions, and salary adjustments in accordance with NAPI policy.
10. Establishes an effective flow of communication and information to ensure that problems can be responsibly solved and that support is provided to the staff as needed.
11. Provides leadership and guidance including personnel scheduling, maintenance projects, staying within budget limits, maintaining daily attendance records, personnel job performance appraisal, and complying with NAPI policies and procedures.
12. Supervise, coordinate, and schedule the activities of construction workers and maintains effective budget utilization.
13. Prepares and submits daily, weekly, monthly and annual department reports.
14. Prepares the annual operating budget for the department and coordinates execution by O&M departments or by subcontracts insuring that funds are expended for programmed activities and that budget limits are not exceeded.
15. Counsels employees about work-related issues and assist employees to correct job-skill deficiencies.
16. Provides employees training and recognition of excellence in service to NAPI.
17. Identifies training needs and secures the training to realize continued improvement in the quality of work performed.
18. See DEPARTMENT JOB ASSIGNMENTS beginning on page 2.

Other

19. 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.
20. 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.
21. 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.
22. 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
23. 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.

Civil Works

1. Supervises the maintenance, repair and replacement of the Navajo Indian Irrigation Project (NIIP) water delivery system facilities and equipment (Navajo Dam Headworks, Cutter Dam, Main and Gravity Main Canal, Amarillo Canal, Burnham Lateral, and Coury Lateral). Maintains and ensures the operation of the 371 Duty Station yard, warehouse, offices, and facilities
2. Provides supervision, direction, and coordination of maintenance activities with O&M departments and NAPI farm managers.
3. Supervises subcontractors heavy equipment fleet and provides technical leadership in the selection on specialty equipment for use on NIIP work activities.

4. Oversees an efficient field operation of welders, mechanics, maintenance technicians, and heavy equipment operators.
5. Coordinates with the Bureau of Reclamation (Reclamation) to address repairs and/or replacement of identified deficiencies under cooperative agreements maintaining work programs, costs, expense, and man-hour files for submittal to Reclamation for reimbursement.
6. Performs contract administration of subcontracts on maintenance projects including letters, change order, proposals, RFP, budgets, schedules, and exhibits.
7. Examines and inspects work progress, equipment, and construction sites to verify safety and to ensure that specifications are met.
8. Reads specifications such as construction drawings to determine construction requirements and to plan procedures.
9. Estimates materials, equipment, and worker requirements to complete projects. Confers with managerial and technical personnel, other departments, and contractors in order to resolve problems and to coordinate activities.
10. Locates, measures, and marks site locations and placement of structures and equipment, using measuring and marking equipment.
11. Assigns work to employees, based on material and worker requirements of specific jobs.
12. Trains and supervises employees in Computerized Maintenance Management System (CMMS) work order program to provide scheduling, estimating, cost tracking of NIIP facilities, equipment and work projects.
13. Conducts regular safety meetings stressing safety in the work place, completing proper documentation of incidents, accidents, injury, and property damage.
14. Prepares appropriate digital records and reports of heavy equipment utilization, inventory, maintenance, and repairs, replacement needs, and disposal.
15. Analyzes problems and derives answers from researching data or asking questions.
16. Makes sound management decisions, exhibits good organizational skills, and demonstrates ability to handle multiple tasks.
17. Maintains effective working relationships with co-workers and customers, stresses excellent customer service, and upholds high ethical standards of accountability and integrity.

Electrical

1. Plans, organize, coordinates, implements, directs, evaluates, and adjusts the Operation, Maintenance, and Replacement (OM&R) functions of the Navajo Indian Irrigation Project (NIIP) facilities and equipment contracted by NAPI under the provisions of Public Law 93-638 (638) from the Bureau of Indian Affairs (BIA).
2. Interprets and administers operating guideline for the PL 93-638 contracts Cooperative Agreements to guide staff in preparing and carrying out the long and short-range plans for the O&M Department.
3. Develops, implements, and maintains a computerized maintenance management system to provide an accurate and reliable management information system of the NIIP facilities and equipment.
4. Establishes and maintains effective working relationships with the Bureau of Reclamation, BIA, WAPA, Navajo Nation, and various related committees.
5. Develops and prepares appropriate job hazard analysis prior to projects and coordinates activities to adhere to Safety Policies and Procedures, which include confined space practices and NPA 70E practices.
6. Develops, implements, and evaluates maintenance policies and procedures.
7. Understands the hydraulic relationship between wells booster stations, reservoirs, lift stations and irrigation pumping plants. Electrical theory, practices, tools and equipment.
8. Understands the principles and practices of pumping plant and distribution operations as maintained by NAPI O&M.
9. Understands the principles and practices for the installation, maintenance and repair of electrical motors and pump operations
10. Coordinates annual funding request with justification for the (OM&R) functions of the NIIP facilities.
11. Develops and records required root cause analysis and prescribes plan and budgets to correct.
12. Supervises appropriate personnel in the review of designs prepared by the Bureau of Reclamation to recommend changes or modifications to improve the overall system design and its performance when constructed,
13. Compiles operational, electrical, and personnel records, such as time and production records, inventory data, repair and maintenance statistics, and test results.

14. Conducts or arranges for worker training in safety, repair, and maintenance techniques, operational procedures, or equipment use.
15. Tests faulty equipment to diagnose malfunctions, using test equipment and software, and applying knowledge of the functional operation of electronic units and systems.
16. Examines work orders and confers with equipment operators to detect equipment problems and to determine whether mechanical or human errors contributed to the problems.
17. Inspects components of industrial equipment for accurate assembly, installation and for defects such as loose connections and frayed wires.
18. Installs, levels & bolts down pumps and motors, and connects drive couplings and aligns them to minimize friction.
19. Performs scheduled preventive maintenance, such as checking, cleaning, and repairing equipment, to detect and prevent problems.
20. Studies and understands blueprints, schematics, manuals, and other specifications to determine installation procedures.
21. Sets up and tests industrial equipment to ensure that it functions properly.
22. Repairs and adjusts equipment, machines, and defective components, replacing worn parts such as gaskets and seals in watertight electrical equipment.
23. Monitors tool, electrical and part inventories and the condition and maintenance of shops to ensure adequate operation.
24. Examines objects, systems, or facilities, and analyzes information to determine needed installations, services, or repairs.

Mechanical

1. Operates and maintains both carriage and distribution systems and associated ancillary equipment.
2. Performs complete tear down and overhaul on various types of natural gas engines. Engines include but not limited to, HE-800-6A/TA Minneapolis Moline, VRG-330A/TA Waukesha, and G3306A/TA Caterpillar Engines.
3. Completes tear down and inspections on vertical and horizontal pump units, (Allis Chalmers, Floway, Worthington, BJ, etc.) and traveling water screens.
4. Examines and inspects work progress, equipment, and construction sites to verify safety and to ensure that specifications are met.
5. Reads specifications such as blueprints to determine construction requirements and to plan procedures.
6. Reads and applies data from blueprints, schematics, and manufacturer's data sheet to troubleshoot.
7. Estimates material and worker requirements to complete jobs.
8. Performs preventive maintenance tasks on all pumping plant equipment and appurtenance work according to schedules and recommendations by the manufacturer.
9. Diagnoses and interprets engines problems.
10. Utilizes precision tools to overhaul engines, level pump to base plate, dial in Indicator, pump shaft to motor shaft on horizontal pumps; orders tools if necessary.
11. Maintains gas engine wiring control system, Murphy safety Switch, calibrates programs, troubleshoots and resolves problems.
12. Conducts inspection and maintenance on hydraulic systems and hydro tank air compressors.
13. Provides cross training to O&M mechanics in performing mechanical job duties and cross trains in performing System Operational job duties.
14. Maintains the Headwork and Cutter Dam facilities, pumping plants, check structures, laterals, and farm delivery units in a safe and clean manner through performance of custodial activities incidental to operations. Implements same responsibilities with direct reporting staff.
15. Disassembles machinery and equipment to remove parts and make repairs.
16. Catalogs repair and replace broken or malfunctioning components of machinery and equipment.
17. Repairs and maintains the operating condition of Industrial Irrigation machinery and equipment.
18. Reassembles equipment after completion of inspections, testing, or repairs.
19. Operates and test newly repaired machinery and equipment to verify the adequacy of repairs.
20. Analyzes test results, machine error messages, and information obtained from operators in order to diagnose equipment problems.
21. Records repairs and maintenance performed and trains staff to do the same record keeping professionally formatted.

Operations

1. Coordinates operations and maintenance plans for Region I and Region II Canal System Foremen and the Bureau of Reclamation (BOR) to address repairs and/or replacement of identified deficiencies under cooperative agreement and ensuring work progress, cost, expense, and man-hour files for reimbursement submission.
2. Serves as the coordinator for multiple assigned departments, independently planning and coordinating the day-to-day operations, functions, and services; directs, coordinates, and reviews assigned activities and operations.
3. Serves as contact and liaison for assigned functions and programs with outside agencies and organizations; negotiating and resolving program related issues.
4. Assists management in collecting, compiling, and analyzing information from various sources on a variety of specialized topics related to the program administered by management; participates in the preparation of reports that present and interpret data, identify alternatives, and make recommendations. (Examples of reports: water reports, water storage, release, diversions, deliveries, seepages, operations labor reports, and training status reports.
5. Directs and participates in meetings and various events for assigned staff; coordinates activities with the maintenance departments, the public, and outside agencies.
6. Provides oversight of operations, maintenance, and training programs of the Region I and Region II/III Irrigation Systems Operations foremen.
7. Maintains the NIIP Storage, Carriage, and distribution emergency action plans at all times.
8. Exercises leadership during distribution system emergencies; directs, plans, and coordinates scheduled and emergency carriage and distribution facility shutdowns.
9. Generates and implements an effective irrigation watering and dewatering plan, coordinating with O&M Supervisors.
10. Performs contract administration duties that include reports, budgets, scopes of work, and schedules.
11. Understands the basics of SCADA components and programming platforms.
12. Operates multiple software systems including but not limited to: SCADA user interface graphic display applications, 2-way radios, etc.
13. Supervises O&M control center dispatch and Region I and Region II/III Foremen.
14. Assigns work activities, projects, and programs to assigned staff; review and evaluates work products, methods, and procedures; meets with supervisors to identify and resolve problems
15. Participates in the selection of assigned personnel and oversight of training of personnel.
16. Provides training to control center staff in center pivot automation, pumping plant alarm monitoring system, carriage monitoring system, and supervisory control and data acquisition.
17. Schedules and dispatches workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has a high level of line responsibility and high-level authority to make independent decisions over an assigned department or function. A person in this position has a high level of responsibility for a key operation 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 high level of accountability for budgetary or financial decisions, and decisions will have a high degree impact on resource utilization within NAPI; responsible for a moderate level of impact on an operating budget for the Department.

Equipment/Material Management & Accountability:

Position has a high level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; minimal authority and accountability for purchase within strict policy guidelines may be present.

Confidential and Sensitive Information:

- Incumbent has a high level of 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 minimal 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 O&M Supervisor works under general supervision of the O&M Manager. Employee performs high level, complex management work, and performs a high level of analysis and problem-solving with a high degree of independence and discretion.

Supervision Exercised:

The O&M Supervisor has supervisory authority over all assigned staff, with proper delegation to other supervisors within the department. Determines work procedures, schedules and priorities. In addition to direct supervisory authority of this position, the O&M Supervisor may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the O&M Manager.

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 directly related disciplines for the following:
 - Civil Works, Electrical, Mechanical:
 - Course work in Engineering, Fluid Mechanics, Electrical Theory, Concrete Theory, Concrete Structure, Hydraulics, Economics or a relative field of study.
 - Operations:
 - College course work in Instrumentation and Controls Technology, Applied Science or a relative field of study.
- An Associate's degree from an accredited two-year college or university.
 - Operations:
 - Associates of Science in General Engineering, or relative field of study.
- Two (2) years progressive experience in an Operations & Maintenance project that is comparable in size and complexity as the Navajo Indian Irrigation Project.

Preferred:

- An Associate's degree from an accredited two-year college or university.
 - Electrical:
 - an Associate's degree in Engineering (Electrical) or a relative field of study is highly preferred.
- Bachelor's degree from an accredited four-year college or university:
 - Civil Works, Mechanical:
 - a Bachelor's degree in Engineering (Civil, Mechanical, or Electrical) or a relative field of study.
 - Electrical:
 - a Bachelor's degree in Engineering (Electrical) or a relative field of study.

Substitution:

- Education/training in agricultural business and management may be substituted for the 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 in an Operations & Maintenance project that is comparable in size and complexity as the Navajo Indian Irrigation Project.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of materials, methods, and the tools involved in the construction or repair; and determining the kind of tools and equipment needed to do a job.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective operations for the protection of staff, property, and maintenance.
- Knowledge of business and supervisory principles involved in strategic planning, resources allocations, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records.
- Skill in analyzing information and evaluating results to choose the best solution and solve problems.
- Skill in developing specific goals and plans to prioritize, organize, and accomplish your work.
- Skill in estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Ability to determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
- Ability to recommend or initiate personnel actions, such as hires, promotions, transfers, discharges, and disciplinary actions.
- Ability to counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
- Ability to talk to others to convey information effectively.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to apply general rules to specific problems to produce answers that make sense.

- Ability to observe and receive and obtain information from all relevant sources.
- Ability to get members of a group to work together to accomplish tasks.
- Ability to provide guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Ability to be reliable, responsible, and dependable, and fulfilling obligations.
- Ability to be careful about detail and thorough in completing work tasks.
- Ability to be willing to lead, take charge, and offer opinions and direction.
- Ability to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to be open to change (positive or negative) and to considerable variety in the workplace.
- Ability to handle complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Ability to be persistence in the face of obstacles
- Ability to complete tasks as directed by supervisor.
- Ability to have pleasant demeanor with others on the job and displaying a good-natured, cooperative attitude.
- Ability to be honest and ethical.
- Ability to being sensitive to others' needs and feelings (negative or positive) and to considerable variety in the workplace.
- Ability to be willing to take on responsibilities and challenges.
- Ability to stay up-to-date technically and applying new knowledge to your job.
- Ability to adhere to dress codes standards and 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.
- Electrical: the incumbent to obtain certification in Electrical Trade or (4) years apprenticeship in electricity.
- Civil Works: Possess and maintains a valid Commercial Driver's License throughout duration of employment. Must meet Bureau of Indian Affairs driving requirements.
- 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.

Unacceptable

An candidate for employment will not be hired if his or her driving record reflects 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
- Famous Accounting Software
- MAXIMO Software

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 harvest 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.
- Ability to respond to emergencies 24 hours a day, seven days a week during irrigation season. (March to October)

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	