



POSITION DESCRIPTION

JOB TITLE:	MECHANIC	JOB CODE:	
DEPARTMENT:	Farm Support Services	PAY GRADE:	ST
REPORTS TO:	Farm Support Services Supervisor	PAY STATUS:	Full Time / Hourly
APPROVED BY:	<i>Brenda E. Ogle</i> , Human Resources Manager	REGULAR/SEASONAL:	Regular
		DATE APPROVED:	4/19/2018

I. POSITION FUNCTION SUMMARY:

This position was created to perform preventative maintenance and repair work on all NAPI automobiles, farm equipment, construction equipment, and diesel powered vehicles in a cost effective and efficient manner. This position will also provide mechanical support for the farm operation in the shop and field operations, when necessary.

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.

Duties & Responsibilities

1. Examine and diagnose NAPI vehicles and equipment engine and other engine compartment problems
2. Compile estimates of repair costs and secure approval to perform repairs.
3. Repair, overhaul, and adjust automobile and diesel brake systems, such as relining brakes.
4. Repair and replace defective ball joint suspensions, brake shoes, and wheel bearings.
5. Repair, replace, and adjust defective carburetor parts and gasoline filters.
6. Remove and replace defective mufflers and tailpipes, align wheels, tighten bolts and screws, and reassemble equipment.
7. Inspect brake systems, steering mechanisms, wheel bearings, etc., to ensure that they are working properly.
8. Troubleshoot and repair air brake systems
9. Install and repair air conditioners, and service components such as compressors, condensers, and controls.
10. Raise trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists.
11. Performing routine maintenance on diesel, automotive, and farm equipment, such as changing oil, checking batteries, and lubricating equipment and machinery, and determining when and what kind of maintenance is needed.
12. Use electronic test equipment to locate and correct malfunctions in fuel, ignition, and emissions control systems
13. Inspect and test new vehicles for damage and record findings so that necessary repairs can be made.
14. Test electronic computer components in automobiles to ensure proper mechanical function.
15. Test drive trucks and buses, or listen to defective equipment/vehicles to diagnose malfunctions or to ensure they are working properly.

16. Tune automobile and diesel engines to ensure proper and efficient functioning.
17. Responsible for tracking and identifying warranty issues and working to replace those items.
18. Records and tracks repairs and maintenance performed.
19. Coordinate with Crop Managers and department managers to minimize downtime of vehicles
20. Determining cause of operating errors and work to resolve and correct these errors.
21. Identifying tools and equipment needed to perform maintenance on vehicles.
22. Use hand tools such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments, as well as power tools such as pneumatic wrenches, lathes, welding equipment, jacks and hoists.
23. Must maintain a safe work environment by ensuring grounds/housekeeping, cleanliness of the shop and around the facility.

Other

1. 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.
2. 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.
3. 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.
4. 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
5. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has a moderate 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 moderate level of responsibility for a key operation or function.

Results of Action:

Decisions will have a moderate 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 minimal level of accountability for budgetary or financial decisions, and decisions will have a moderate degree of 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 minimal 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 no 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 Mechanic works under general supervision of the Farm Support Service Supervisor. Employee performs minimal level, complex management work, and performs a moderate level of analysis and problem-solving with a high degree of independence and discretion.

Supervision Exercised:

The Mechanic has no supervisory authority or responsibility; although the Mechanic may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Farm Support Service 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
- ASE Certified or other Automotive/Diesel Technician Certificate

Preferred:

- Associate's degree from an accredited two-year college or university in Automotive or Diesel Technology, or directly related discipline.
- One (1) year progressive experience in Automotive/Diesel systems or technology.

Substitution:

- One (1) year of FLSA non-exempt level experience in Automotive/Diesel Technology may be substituted for the Associate's degree 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.
- **Safety:** Comply with and actively support all workplace safety policies and practices.
- **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.

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 maintaining and repairing automotive & diesel systems.
- Knowledge of automotive & diesel systems and tools, including their designs, uses, repair, and maintenance
- Knowledge of design techniques, tools, and principles involved in automotive/diesel plans, blueprints, drawings, and models.
- Knowledge in conducting tests and inspections of automotive/diesel engines to evaluate quality or performance.

- Skill in analyzing information and evaluating results to choose the best solution and solve problems
- Skill in dismantling and reassembling defective machines for repair, using hand tools.
- Skill in performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Skill in repairing machines or automotive/diesel systems using the needed tools.
- Skill in determining causes of operation errors and deciding what to do about it.
- Skill in controlling operations of mechanical equipment and systems.
- Skill in installing mechanical & electrical wires/connections to meet specifications.
- Skill in active listening as this position communicates with all levels of company employees.
- Skill in self-management; to manage one's own time and the time of others.
- Ability to read and decipher schematics and electrical configurations.
- Ability to keep up-to-date technically and applying new knowledge to your job.
- Ability to speak in public.
- Ability to use a computer and computer programs.
- 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 be detail-oriented 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 be available during various working hours during harvest season to meet deadlines.
- Ability to operate a Company Vehicle.
- Ability to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico, or Arizona driver's license, must have and maintain an NAPI-insurable driving record, and must provide proof of current liability insurance meeting or exceeding State-required minimum coverages.
- First Aid, CPR, Defensive Driving Course.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training
- Must successfully pass and maintain training certification in all state, NAPI, individual-specific, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.

Tools and Equipment Used:

- Standard office equipment, including desktop computer and standard MS-Office applications
- 4X4 Tractor, Row Crop Implements, crop Processing Equipment, Forklift, and other specialized equipment depending on the job assignment.
- Must be able to operate a company vehicle and a two-way radio.

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:

- Moderate to significant physical demand is required to perform the work; an employee in this position works primarily in a warehouse. At times, this position requires working in the field, in all weather conditions

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;
- Must be able to make individual, small group, and large group presentations as required by position

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the 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.

Environment/Working Conditions:

- Little to moderate hazardous conditions exist 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.

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 Employee Policies and Procedures 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		