




## Navajo Agricultural Products Industry (NAPI) POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>LABORER</b>	<b>JOB CODE:</b>	
		<b>JOB SERIES:</b>	Seasonal (SN)
<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/Seasonal Combined Status
<b>APPROVED BY:</b>	 , Human Resources Manager	<b>DATE APPROVED:</b>	6/14/2017
		<b>DATE REVISED:</b>	9/21/2021

### I. POSITION FUNCTION SUMMARY:

Under direct supervision, the Laborer provides manual and semi-skilled labor to assist and support various departments, including Alfalfa Crop, Bean Crop, Bean Plant, Conservation, Corn Crop, Farm Support Services, Freshpack, Irrigation, Operations and Maintenance, Potato Crop, Scales, Technical Services, Organic/Conventional Row Crop, and Specialty Crop. Laborers will have a primary job assignment to a department, but will also be assigned as needed to work in other departments.

### 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.*

#### **Bean Crop**

1. Assists in the set up, maintenance and operation of irrigation equipment, including cleaning nozzles, digging out stuck pivots, and replacing nozzle packages when needed.
2. Assists with field maintenance at pivot point in order to keep pivot clean of trash, weeds and other debris.
3. Guides equipment operator when loading and unloading seeds.
4. Assists with prairie dog control during planting season and as needed.
5. May operate Forklift; certification required.
6. Assists with application of fertilizers to crops.

#### **Bean Plant**

1. 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.
2. Assists the plant operations supervisor with shipment and receiving for customer order of beans.
3. Moves, sorts, and stacks product (cartons, beanbags, and boxes) to meet timeliness and quantity requirements of orders and shipments; attaches identifying tags to containers or marks them with identifying information.
4. Packs and handles product containers, pallets or crates to meet order specifications and requirements.
5. Assists in guiding trucks into loading or unloading positions, by providing signals to drivers ensuring that vehicles and loading equipment are properly positioned.
6. Loads and unloads product from machines, conveyors, and trucks in order to maintain flow of beans in Bean Plant.
7. Assists in observing the production line and reports any problems to supervisor immediately.
8. Records numbers of units handled or moved, using daily production sheets or work tickets.
9. Assist machine operators in operating, maintaining and monitoring machinery and equipment used in the production process to ensure their safe and efficient operation.
10. Maintains proper packaging material inventory by replenishing supplies such as bean bags, paper, plastic sheet, boxes, cartons, or labels.
11. Inspects and ensures the integrity and quality of the prepared stitches of beanbags.
12. Provides suggestions and recommendations on improvements to the bean plant operation.
13. Uses cleaning equipment and supplies, such as basic housekeeping tools, broom, shovels, mop, etc. to keep premises clean and sanitary in accordance with USDA standards.
14. Assists with monthly yard maintenance.
15. Assists in enforcing building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

#### **Conservation**

1. Performs a variety of semi-skilled labor work to properly maintain the grounds around the poplar tree project, the Native Foods project and other trial crop plots, using hand or power tools or equipment.

2. Assists in the set up and operation of irrigation equipment, including cleaning nozzles, digging out stuck pivots, and replacing nozzle packages when needed.
3. Assists with field maintenance at pivot point in order to keep pivot clean of trash, weeds and other debris; clears and digs out stuck irrigation pivots to ensure proper operation.
4. Performs sprinkler and/or drip line maintenance or installation to prevent freezing during winter months.
5. Prunes or trims trees and small tree limbs.
6. Clears weeds from risers.
7. Maintains a clean work area by shoveling, raking, and hauling debris away in a wheel barrow as needed.
8. Assist with re-fencing for livestock and crops.
9. Assists with field duties include working with specialty crops, such as green chile, onions, sumac, and a variety of corn.
10. Assists with planting cover crops, in preventing soil erosion during winter months.
11. Records product, packaging, and order information on specified forms and records.
12. Obtains, moves, and sorts products, materials, containers, and orders, using various hand tools.
13. Assists Operators with set up in industrial equipment, agricultural implements and/or tractors.

### **Corn Crop**

1. Assists with field duties including working with corn.
2. Assists in the set up and operation of irrigation equipment, including cleaning nozzles, digging out stuck pivots, and replacing nozzle packages when needed.
3. Assists with field maintenance at pivot point in order to keep pivot clean of trash, weeds and other debris.
4. Assists with basic repairs, and maintenance farm vehicles, implements, and mechanical equipment.
5. Assists with application of fertilizers to crops.
6. Records information about crops, such as pesticide use, yields, or costs.
7. Assists with deliveries and fills seed boxes on planters.
8. Guides equipment operator when loading and unloading seeds.

### **Farm Support Services**

1. Cleans around the regional offices, clean under truck scales, and assist facilities in cleaning yards and inside buildings.
2. Cleans with shovel and removes dirt/trash under truck scales and dispose of properly.
3. Hoes weeds and trims hedges and tree branches around the main office and Region I & II offices.
4. Cleans up and disposes of scrap metal properly.
5. Assists Facilities Maintenance with yard cleaning including trimming hedges, mowing grass, and trimming tree branches.
6. Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

### **Freshpack**

1. 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.
2. Grades, sorts, or classifies unprocessed food and other agricultural products by size, weight, color, or condition to help increase profits for potatoes.

3. Moves, sorts, and stacks product (cartons, polybags, and boxes) to meet timeliness and quantity requirements of orders and shipments; attaches identifying tags to containers or marks them with identifying information.
4. Assembles, packs, shrink wraps, and handles product containers, pallets or crates to meet order specifications and requirements.
5. Assists in guiding trucks into loading or unloading positions, by providing spotting signals to drivers ensuring that vehicles and loading equipment are properly positioned.
6. Safely loads and unloads product from machines, conveyors, and trucks in order to maintain flow of potatoes in Freshpack.
7. Assists in observing the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly; reports any problems to Plant Operator/Maintenance Coordinator immediately.
8. Records numbers of units handled or moved, using daily production sheets or work tickets.
9. Assist machine operators in operating, maintaining and monitoring machinery and equipment used in the production process, such as balers, scales, potato bagging equipment, poly bag machine, etc. to ensure their safe and efficient operation.
10. Maintains proper packaging material inventory by replenishing supplies such as shrink wrap, corrugated pallet slip sheet, plastic bins, sealing tape, cartons, glue, ink, or labels, etc.
11. Uses cleaning equipment and supplies, such as pressure washers and basic housekeeping tools, broom, shovels, mop, etc. to keep premises clean and sanitary in accordance with Primus standards and USDA GHP/GAP standards.
12. Assists in enforcing building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

### **Irrigation**

1. Assists in the set-up, assembly, operation, and repair of irrigation equipment, including cleaning and maintaining nozzles, filters and control valves, and replacing nozzle and hoses packages when needed.
2. Assists with preventive maintenance on center pivot irrigation systems including gearboxes, center drives, drive lines, couplers, and tires.
3. Assists with building, installing and performing preventive maintenance of center pivot systems and waterline construction by up-keeping systems in working conditions for water delivery.
4. Clears and digs out stuck irrigation pivots to ensure proper operation.
5. Assists in maintenance of radio telemetry systems.
6. Creates and maintains a safe and clean working environment in and around center pivots at all times.
7. Assists with preventive inspections of equipment to minimize breakdowns and downtime.

### **Native Plants**

1. Maintain and complies with quality controls according to USDA standards relating to inspection, grading, sorting, handling and shipments that ensure NAPI's concerns on food safety.
2. Assist in upkeep of Native Foods projects and other trail crop plots, using hand or power tools or equipment.
3. Assists in the set up and operation of irrigation equipment, including cleaning nozzles, digging out stuck pivots, and replacing nozzle packages when needed.
4. Perform sprinklers and/or drip line maintenance or installation to prevent freezing during the winter months.
5. Clear weeds from risers, sumac brushes, in between the hoop houses and drip line.
6. Prune or trim sumac brushes and trees throughout the year.

7. Maintain a clean work area by shoveling, raking, and hauling debris away in a wheelbarrow as needed.
8. Assist with field duties including working with specialty crops, such as conventional/organic green chili, Navajo tea, sumac, and a variety of corn.
9. Record products, packaging, label products and other information on specified forms and records.
10. Obtain, move, sort products, material, containers and others, using various hand tools.
11. Use cleaning equipment and supplies, such as pressure washer, air compressor, and basic house cleaning tools, broom, shovels, mop, etc. to keep the premises clean and sanitary in accordance with Primus standards and USDA GHP/GAP standards.
12. Assist with burning cedar and making steamed corn.
13. Assists with application of fertilizer to crops and setting up chemigation tanks.
14. Assist with rodent control during the season.
15. Assists with planting, cultivating and harvesting sumac berries, Green Chile and Indian corn.
16. Dig and plant seeds, or transplants seedlings by hand.
17. Maintain proper packaging and labeling with NAPI lot numbers and Expiration date.
18. Assist in enforcing buildings security and safety by performing such task as locking doors after operating hours and calling in equipment that are left out in the field.
19. Assist with setting up and taking down of harvest and storage equipment for all crops.
20. Assist with collecting soil samples from each crop.
21. Maintain farm vehicles, daily inspection forms and prior to operating vehicles and tractors.

#### **Operations and Maintenance – Civil Works**

1. Assists with maintaining carriage system turnouts such as removing debris for unrestricted flow into pumping plants and gravity siphons.
2. Assists with maintaining and repairing equipment in the farm delivery units and above-ground equipment and structures of the underground laterals.
3. Assists with maintaining daily pumping plant and lateral operation records including vehicle usage, plant operational logbooks, daily activity, water order, and other documents pertinent to System Operations.
4. Assists with performing manual operation of carriage system radial gates when requested by Control Center.
5. Assists with conducting safety and maintenance inspection of carriage and distribution system and complete minor repairs immediately as needed.
6. Provides assistance to Irrigation System Operators and other departments when necessary.
7. Assists with maintenance of the pumping plants, check structures, laterals, and farm delivery units in a safe, clean manner through performance of custodial activities incidental to operations.
8. Stresses safety and complete documentation of incidents, accidents, injuries, and property damages, such as operating NAPI owned or leased vehicles (GSA) with care and safety.
9. Operates tools such as chainsaws, hand saws, concrete saws, depending on work assignments.
10. Spotting Equipment Operators when operating to prevent any damages or loss of inventory.
11. Assist with loading equipment, materials, and supplies.
12. Maintains a safe and clean working environment in and around work areas at all times.

#### **Operations and Maintenance – Electrical Department**

1. Assists in the equipment setup, assembly, and operation for maintenance of electrical equipment, including cleaning, maintaining, and removing/replacing devices and cabinet covers when needed. Department electricians will ensure that all energy sources are de-energized and locked/tagged out of service prior to starting any maintenance work. (Task will include removing/cleaning dead carcasses from equipment and buss bars)

2. Assists with preventative maintenance on highline electrical systems including switchgears, load centers and transformer banks. Including preventative inspections of equipment to minimize breakdowns and downtime. Department electricians will ensure that all energy sources are de-energized and locked/tagged out of service prior to starting any maintenance work.
3. Creates and maintains a safe and clean working environment in and around working areas at all times. Clean work area prior to starts of each project around electrical equipment such as shoveling, raking, and hauling debris away in a wheelbarrow as needed. (Environmental working conditions are subject to inclement weather, such as snow, rain wind and freezing temperatures)
4. Use electrical/hand tools, cleaning equipment and supplies, such as, pressure washer, air compressor and basic household cleaning tools, broom, shovels, mop, etc. to keep the premise clean and sanitary in accordance with Primus standards and USDA GHP/GAP standards.
5. Stresses safety and complete documentation of incidents, accidents, injuries, and property damages, such as operating NAPI owned or leased vehicles (GSA) with care and safety.
6. Assist with loading equipment, materials and supplies before and after each work shift. Properly and safely prepare work area, which includes layouts, schematics, materials, tools, and equipment.
7. Assist with maintenance of the pumping plants, check structures, control buildings and O&M laydown yard in a safe, clean manner through performance of custodial activities incidental to operations.
8. Maintain effective communication with supervisor, Co-workers, and O&M control center operator to promote a safe and effective work environment to assure goals and objectives are being met and to coordinate maintenance repairs within or between departments.
9. Performs a variety of manual labor to assist department crew and/or other departments within O&M with maintenance when required. (Task will include frequent walking, standing, climbing, and twisting to perform assigned work).
10. Work from elevated locations i.e. – bucket trucks, ladders, scaffolds, or roofs to maintenance/clean electrical equipment/fixtures and replace overhead electrical highline apparatus.
11. Assists in enforcing building security and safety by performing such tasks as locking doors after operating hours and double checking that all electrical/hand tools are picked up and secured in toolboxes to ensure theft/hazards are not created.

### **Operations and Maintenance – Irrigation System Operations**

1. Assists with maintaining carriage system turnouts such as removing debris for unrestricted flow into pumping plants and gravity siphons.
2. Assists with maintaining and repairing equipment in the farm delivery units and above-ground equipment and structures of the underground laterals.
3. Assists with maintaining daily pumping plant and lateral operation records including vehicle usage, plant operational logbooks, daily activity, water order, and other documents pertinent to System Operations.
4. Assists with performing manual operation of carriage system radial gates when requested by Control Center.
5. Assists with conducting safety and maintenance inspection of carriage and distribution system and complete minor repairs immediately as needed.
6. Provides assistance to Irrigation System Operators and other departments when necessary.
7. Assists with maintenance of the pumping plants, check structures, laterals, and farm delivery units in a safe, clean manner through performance of custodial activities incidental to operations.

8. Stresses safety and complete documentation of incidents, accidents, injuries, and property damages, such as operating NAPI owned or leased vehicles (GSA) with care and safety.

### **Organic/Conventional Row Crop**

1. Assists with field duties including working with organic crops such as winter squash, potatoes and melons, during all phases.
2. Manually plants, cultivates, and harvests vegetables, fruits, and field crops.
3. Digs and plants seeds, or transplants seedlings by hand.
4. Assists in monitoring, setup and operation of irrigation equipment, including cleaning nozzles, digging out stuck pivots, and replacing nozzle packages when needed
5. Assists with field maintenance at pivot point in order to keep pivot clean of trash, weeds and other debris to ensure the safety of personnel and prevention of rodent harboring.
6. Assists with maintenance of farm vehicles, tractor implements, product grading/conveying lines, and field harvest packing lines and bagging equipment.
7. Assists in mixing and applications of pesticides and fertilizers (liquid or dry) with proper workers protection standards handling (WPSH) certification.
8. Records and logs daily crop activities, Global GAP log sheets, such as equipment and facilities wash logs, maintenance logs, cleaning logs etc.
9. Participates in the inspection, grading, sorting, storage, and post-harvest treatment of crops.
10. Assists with deliveries and fills seed boxes on planters.
11. Assists with shipping, packing, and receiving of seeds/product.
12. Assists with planting and hand weeding in planted crops.
13. Assists with product storage bays (cleaning, pumping water, record keeping)
14. Assists with setting up and taking down of harvest and storage equipment for all crops.
15. Maintains conveyor lines by daily walk through and daily oiling of chains, etc.
16. Assists with preparing field items such as fertilizer and chemigation tanks.
17. Assists in collecting of field samples and set up sampling sites under supervision

### **Rodent Control**

1. Conduct control treatments to suppress rodent populations in and/or around crop fields. Treatments include: spraying or dusting chemical solutions, powders, or gases.
2. Assist Rodent Control Technician with field inspections to identify infestation levels and extent of crop damage.
3. Measure area dimensions requiring treatment, calculate fumigant requirements, and estimate cost for service.
4. Cut or bore openings to access infested areas and prevent treatment using applicable methods and /or techniques.
5. Record work activities performed.
6. Prepare daily/weekly reports pertaining to work activities performed, areas identified, extent of damage and status of treatment to infested locations. Maintain daily records and logs to provide weekly reports on progress on activities.
7. Maintain clean work site after completion of job and conduct routine visual inspections of equipment before/after each use.
8. Post warning signs to secure area to be fumigated.
9. Consistently use proper application techniques.
10. Assist other team members with treatments or extermination processes.
11. Study preliminary reports or diagrams of infested area and determine treatment type required to eliminate and prevent recurrence of infestation.
12. Assist other departments, as needed, with field assignments such as manual weed removal, field mapping, sample collections, loading alfalfa bales, and grounds-keeping and facility maintenance which includes, but not limited to: shoveling, manual weed removal, trimming hedges and tree branches, raking, mowing grass, and hauling debris.

### **Scales/Region 2 Yard**

1. Assists customers by loading customer vehicles with various products.
2. Uses cleaning equipment and supplies, such as pressure washers and basic housekeeping tools, broom, shovels, mop, etc. to keep premises clean and sanitary in accordance with USDA standards.
3. Maintains a clean work area by shoveling, raking, and hauling debris away as needed.
4. Assists in enforcing building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
5. Assists with shipment for customer orders of Alfalfa by loading customer vehicles with Alfalfa bales.
6. Assists with communication and explaining various alfalfa quality grades to customers.
7. Removes and relocates alfalfa inventory based on quality grade or identify product that needs to be reduced in price / damaged products
8. Maintains farm vehicles, daily inspection forms, and prior to operating vehicles/Gator.
9. Maintains a clean work area by shoveling, raking, and hauling debris away in a wheelbarrow as needed.
10. Assists with daily yard maintenance.
11. Operates basic household tools, hand tools, and electrical tools.
12. Maintains effective communication with Scale Clerks, Customers, Equipment Operators, and coworkers to promote a safe and efficient work environment.
13. Assists with quality grade labeling during harvest
14. Reports and fills out scale tickets for customer alfalfa purchase for Scales Department.
15. Spotting Hay Squeeze Operators when loading and unloading alfalfa to prevent any damages or loss of inventory.
16. Tarping Inventory and covering and remaining tarp from alfalfa stacks. Folding and stacking unused tarps.
17. Must work weekends and holidays, when needed.

### **Specialty Crop**

1. Manually plant, cultivate and harvest field crop
2. Plant seeds with on row planter by hand.
3. Assist with field weed control for prevention of rodents
4. Assist with tractor implements and field harvest packing lines and loading.
5. Records and logs daily crop activities, global GAP log sheets such as equipment and facilities wash logs, maintenance logs and cleaning logs etc.
6. Assist in the inspection, grading, sorting, storage, and post-harvest treatment of corps.
7. Assist with deliveries and fill seed boxes on planters
8. Assist with shipping, packing, and receiving of seed/products
9. Assist with planting and hand weeding in planted corps.
10. Assist with product storage bays (cleaning, washing and record keeping on proper sanitation for Global GAP
11. Assist with setting up and disassembling of planting, cultivating, and harvest equipment.
12. Assist and maintain conveyor lines by daily inspections
13. Assist with preparing field items such as fertilizer and chemigation tanks if needed
14. 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.
15. Grades, sorts, or classifies unprocessed food and other agricultural products by size, weight, color, or condition to help increase profits for potatoes.



16. Moves, sorts, and stacks product (cartons, polybags, and boxes) to meet timeliness and quantity requirements of orders and shipments; attaches identifying tags to containers or marks them with identifying information.
17. Assembles, packs, shrink wraps, and handles product containers, pallets or crates to meet order specifications and requirements.
18. Assists in guiding trucks into loading or unloading positions, by providing spotting signals to drivers ensuring that vehicles and loading equipment are properly positioned.
19. Safely loads and unloads product from machines, conveyors, and trucks in order to maintain flow of potatoes in Freshpack.
20. Assists in observing the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly; reports any problems to Plant Operator/Maintenance Coordinator immediately.
21. Records numbers of units handled or moved, using daily production sheets or work tickets.
22. Assist machine operators in operating, maintaining and monitoring machinery and equipment used in the production process, such as balers, scales, potato bagging equipment, poly bag machine, etc. to ensure their safe and efficient operation.
23. Maintains proper packaging material inventory by replenishing supplies such as shrink wrap, corrugated pallet slip sheet, plastic bins, sealing tape, cartons, glue, ink, or labels, etc.
24. Uses cleaning equipment and supplies, such as pressure washers and basic housekeeping tools, broom, shovels, mop, etc. to keep premises clean and sanitary in accordance with Primus standards and USDA GHP/GAP standards.
25. Assists in enforcing building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

### **Technical Services**

1. Assists with repairing broken center pivots to minimize downtime.
2. Repairs sprinkler drops and nozzles to prevent water/land erosion.
3. Assists with loading and unloading irrigation systems, steel pipes and fittings or PVC pipes, which required physical movements to assemble irrigation systems or repairs systems.
4. Assists with preparing and pouring of concrete pad and trust blocks of water delivery through irrigation systems.
5. Performs a variety of manual labor to assist department crew with assembly of new and existing irrigation systems, using hand or power tools or equipment.
6. Performs a variety of manual labor to dig out center pivot pad structure, covers and uncovers underground waterline piping and electrical cables utilizing a shovel or other digging materials.
7. Operates power tools on ground surface, at times utilizing step ladders, depending on work assignments.
8. Reads field lay-out drawings such as underground cables, electrical lines, gas lines, etc.
9. Maintains a safe and clean working environment in and around work areas at all times.

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

- Must be 16 years of age.
- Some functions require certifications and training which will be provided by NAPI.

***Preferred:***

- High School Diploma, GED, or High School Equivalence.
- Prior experience as a laborer in farming or agricultural business.

***Substitution:***

- None

**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 Laborer 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.

### **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.

### **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.

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

- Standard office equipment, including desktop computer and standard MS-Office applications
- Must be able to operate a two-way radio.
- May operate Forklift; certification required.
- May use hand tools, such as shovels, rakes, shears, pruning saws, chain saws, hedge or brush trimmers, or axes.
- 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 exist in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Above average amount of negative psychological factors exist; 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.

**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*