

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Agricultural Equipment Operator

SALARY RANGE: TBD

DEPARTMENT: Governor's Office

POSITION STATUS: Full Time Temporary

SUPERVISOR: Governor/Tribal Officials

JOB POSTING ID: GOV20030

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Individual is responsible to operate farm equipment by performing field preparations such as plowing, disking, border-making, and cultivating. May perform tasks, such as leveling fields for efficient irrigation, and other farm field work.

TYPICAL FUNCTIONS:

- Ability to operate heavy equipment using proper and safety techniques, such as driving tractors, and other machinery.
- Aid tribal members during growing season.
- Adjust, repair, and service farm machinery on a regular schedule and notify supervisors when machinery malfunctions.
- Maintain proper maintenance log documentation, along with walk-around inspections on all equipment and farm implements.
- Ensures proper care in the use and maintenance of equipment and supplies; protects and promotes safety and environmental practices.
- Ability to perform strenuous physical work with heavy lifting, pushing, or pulling of objects over 50 pounds.
- Manipulate controls to set, activate, and adjust mechanisms on machinery as needed.
- Attach farm implements such as plows, discs, sprayers, or harvesters to tractors, using bolts and hand tools; attach equipment extensions or accessories when applicable.
- Understands the implications of weather conditions and make contingency plans if required.
- Ensure that farm activities comply with government and tribal regulations.
- Maintain knowledge of pests and diseases and understands of how they spread and how to treat them.
- Maintain existing irrigation systems in conjunction with tribal members requiring use of system.
- Apply health and safety standards across the farm estate.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to handling of equipment and tracking of product, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with tribal members, department members and members of other departments to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Manage Resources**

Incumbent in this position must appropriately allocate a variety of resources that may include, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Requires the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of how an organization must change in light of internal and external trends and influences and the ability to act upon and energize others towards enacting the vision.

- **Agricultural Skills**

Incumbents in this job must possess advanced knowledge of agricultural operations such as leveling, plowing, farming, planting, harvesting, irrigation, maintenance of farm equipment etc....

MINIMUM QUALIFICATIONS:

- High school diploma or GED; AND 3 years working in Agriculture, Agronomy, Farm and Ranch management; or an equivalent combination of education and experience.
- Extended working hours, including weekends, evenings, or holidays may be required.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe's' liability insurance requirements and maintain eligibility for insurance.
- Must satisfactorily pass a background check.
- Fluent in both English and the Keres languages preferred.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Agricultural Equipment Operator – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume