



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-006
JEMEZ HEALTH & HUMAN SERVICES
PUBLIC HEALTH
AGRICULTURAL CREW BOSS

Position Title:	Agricultural Crew Boss	Pay Level:	\$17.03 – \$25.54
Position Open Date:	02/01/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Public Health
Supervisor:	Agricultural Coordinator		

POSITION SUMMARY:

Responsible for organizing coordinating, supervising, and tracking the work of crews performing agricultural duties such as preparing and maintaining agricultural fields that include plowing, disking, tilling, and fencing for JHHS farm; provides supervisory assistance with planting, weeding, irrigation, and harvesting. Works to build food sovereignty capacity by building a food system that frees communities from the extractive nature of the fast-food environment that causes food-related illnesses, mood disorders, addiction, obesity, and environmental pollution.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

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.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED); AND three (3) years of farming experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical agricultural setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under adverse environmental conditions.

ESSENTIAL FUNCTIONS:

- Organizes and assigns and reviews the work of assigned staff.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the area of responsibility under the direction of the Agricultural Coordinator.
- Assists in training staff.
- Estimates time, cost, labor, and material needs; assigns personnel and orders necessary equipment and materials.
- Assists in managing operations of the Farmer's Market.
- Inspects work in process; makes field decisions regarding modifications; provides technical advice to staff and solves operational problems.
- Ensures that safe work practices and procedures are followed, and that appropriate safety equipment is utilized.
- Assists in distributing produce to schools and community for the Farm to School Program and Farm to Table program.
- Directs the requisitioning of materials, supplies and equipment; ensures adequate supply inventories at Public Health Farm.
- Maintains variety of records; makes periodic and special reports of work performed in relation to farm operations.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training.
- Farming practices in irrigation, planting, and harvesting.
- Soil preparation and enrichment.
- Basic methods and equipment used in weed, pest and insect control and treating plant diseases.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Basic records management principles and practices.

Skills in:

- Planning, organizing, scheduling, reviewing, and evaluating the work of staff.
- Providing for staff training and work instruction.
- Safety using and maintaining hand and power tools related to the work.
- Reading and interpreting standard plans, maps, and instructions.
- Understanding and following oral and written directions.
- Preparing basic records and reports of work performed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Recognizing common plant and insect pests.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024