



# GILA RIVER FARMS

Is currently accepting applications for the following positions:

1. **\*Propane Labor**
2. **\*Welder**
3. **\*Hay Manager**

**\*THIS POSITION REQUIRES A 39-MONTH DEPARTMENT OF MOTOR VEHICLE DRIVING RECORD TO BE SUBMITTED WITH APPLICATION**

Applications are available at the Gila River Farms Office  
Located at 212 N. Old Highway 93  
Sacaton, AZ 85147

## **Office Hours:**

**Monday thru Friday  
7:00 am – 4:00 pm**

**Phone: 520.315.3965 Fax: 520.562.3775**

**Note: Position is open until filled.**

Thank You!

## GILA RIVER FARMS

P.O. Box 397  
Sacaton, Arizona 85147

480 963-7739  
520 836-2671  
520 315-3349 (Fax)



### Propane Labor

JOB TITLE: Propane Labor

SALARY RANGE: Depending on Experience

STATUS: Full-time

SUPERVISOR: Propane Manager

#### OVERVIEW:

This position is responsible for working directly with employees of the Propane department and field equipment to ensure daily servicing on equipment, light to medium repairs, and keeping accurate records.

#### ESSENTIAL JOB FUNCTIONS:

1. Operates a large truck to service motorized field equipment.
2. Daily services to light and heavy motorized field equipment including fueling, lubricating, scheduled oil changes, and light to medium repairs.
3. Inspects tires for wear and proper inflation.
4. Visually inspects motorized field equipment for mechanical defects and reports findings to appropriate personnel.
5. Checks wheel bearings for tightness and greases wheel bearings as needed.
6. Keeps and maintains accurate fuel and maintenance records.
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and cooperatively and jointly provide quality, seamless customer service.
8. Assists other service truck drivers with workload.
9. Other duties as assigned.

#### SKILLS, KNOWLEDGE AND ABILITIES:

##### Ability to:

- Move heavy objects (50 pounds or more).
- Bend or stoop repeatedly or continually over time (works under equipment)
- Work in a variety of weather conditions with exposure to the elements.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Willingness to keep current with the latest advancements in equipment through technical training.

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- Lift arms above shoulder level.
- Climbs or steps to reach objects.
- Understand and follow oral and written instruction in the English language.
- Work cooperatively with other Gila River Farm employees and the public.
- Enter the cab of a vehicle that is 3 ½ feet off the ground
- Work safely without presenting a direct threat to self or others.

**ADDITIONAL REQUIREMENTS:**

Must be physically capable of operating a vehicle safely, possess a valid Arizona driver's license, and have an acceptable driving record.

**G I L A R I V E R F A R M S M A I N T A I N S A D R U G F R E E W O R K P L A C E**

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 Sacaton, Arizona 85147

Office: (520)315-3965 or (520) 836-2671 Fax: (520) 315-3775



Welder

JOB TITLE: **Welder**

SALARY RANGE: DOE

STATUS: Full-time

SUPERVISOR: Shop Manager

**OVERVIEW:**

This position is responsible for maintaining all farm equipment and implements as well as other welding assignments.

**ESSENTIAL JOB FUNCTIONS:**

1. Must be familiar with the usage of a MIG welder, Arc welder, and Gas welder.
2. Will perform some fieldwork when needed.
3. Able to lift 75 pounds.
4. Perform other duties assigned.

**SKILLS, KNOWLEDGE AND ABILITIES:**

## Knowledge of:

- Materials, methods and skills used in the maintenance of citrus and olive trees including pruning, fertilizing and irrigation.
- Safety practices and procedures.
- Operation of A.T.V and motorized farm equipment.
- Application and use of herbicides, insecticides and fertilizers.
- Hazards of tree maintenance work.

## Ability to:

- Must have general welding experience skills.
- Perform a broad range of welding and fabrications.
- General welding compliance with prescribed operating standards.
- Interpret and make welding decisions based on maintenance and repair of farm equipment.
- Must have a high school diploma or equivalent.
- Must be able to read and write legibly.

- Possess a valid driver's license and have an acceptable driving record, must be physically capable of operating a vehicle safely.
- Able to work outside in hot and cold weather.
- Must be able to work flexible hours.
- Have own transportation and come to work on a timely manner.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of skilled experience in welding and the maintenance and repair of Farm equipment. Other combinations of experience and education that meet in minimum requirements may be substituted.

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**JOB TITLE:** Hay Manager

**SALARY RANGE:** Depending on Experience

**STATUS:** Full-time

**SUPERVISOR:** General Manager

### **OVERVIEW:**

The fundamental reason this position exist is to efficiently manage the alfalfa hay crop of Gila River Farms in order to maximize profits. Will directly manage the work performed in the maintenance, harvesting, and selling of the alfalfa crop. Supervision is exercised over Foreman and general labor crews.

### **ESSENTIAL JOB FUNCTIONS:**

1. Supervises personnel involved in baling and maintenance activities of hay operation equipment.
2. Monitors and observes the condition of alfalfa crop.
3. General Knowledge of healthy growth and development of alfalfa through fertilization and insect control.
4. Prepares reports and preliminary budget estimates.
5. Work directly with and communicates with other farm personnel.
6. Schedule work with foreman to ensure proper coverage.
7. Schedule maintenance work on all hay operations equipment.
8. Ensure scale tickets are filled out correctly
9. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **DUTIES AND RESPONSIBILITIES:**

1. Coordinating the cutting schedules for baling hay with direct input from the Ranch Manager. There are some 60 plus alfalfa fields that must be coordinated to stay on the monthly schedule.
2. Monitor the baling every day to make sure it is being baled properly for the particular market Gila River Farms is trying to hit. (Dairy, Retail, Feedlot, etc.)

3. Direct supervision of baling personnel in order to ensure they are doing as directed.
4. Make sure hay is road sided properly and keeps track of the bale counts, making sure the inventory controls are in place and correct.
5. Monitor summer hay for the barns for the summer sales to the retail trade, Hay needs to be retail quality regarding weight, color, and moisture and free of weeds.
6. Coordinate the trucks moving hay and making sure truckers get to the proper fields and to the scales.
7. Inventory the hay as baled with the bale counts on each field, as it is road sided. Check with counts of Ranch Manager.
8. Must be able to run scales and weigh trucks. Must also fill out scale tickets for after hours and on weekends.

### **MARKETING:**

1. Be abreast of the various markets regarding dairy hay, retail hay, and feedlot and horse hay. These markets change periodically and sometimes one market is better than another is. This must be recognized and the type of baling must be directed toward the most viable market to maximize profits.
2. Must know who is in the market for various kinds of Hay and be able to trade with them to get the product sold at the highest price possible. Sometimes forward contracting is in order certain market conditions where it can be an advantage to the farm.
3. Keep the General Manager up to date on the market, production, baling conditions, and the outlook on a daily basis. Get General Manager's approval on any contracts and basic pricing on sales.
4. Take care of winter feed via Green Chop alfalfa and Sheeping. The Green Chop must be sold on a standing basis and goes to the dairies to be fed directly each day or put in a pit or bags. The price is negotiated consistent with whatever is being done in the market place, being careful not to under sell, which can cause a weakening of the market.
5. Take care of dispatching trucks making sure they are getting to the correct fields weighing at our scales with the right field numbers and bale counts. Make sure the prices are right for billing. Make sure that the hay is being paid for as agreed on.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Hay operations and procedures including cultivating, harvesting, and fertilizing and soil planting requirements.
- Insects, parasites, and disease and composition and use of insecticides, fungicides, and disinfectants.
- Principles and practices of supervision.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Observe employee work performance to determine compliance with prescribed operating standards.
- Interpret and make decisions in accordance with laws, regulations and policies.
- Work cooperatively with vendors, other GRF employees, and the public.
- Use discretion and tact in resolving problems and dealing with various levels of management, co-workers, and the public.
- Communicate verbally with co-workers, customers, and the public face-to-face one-on-one settings.
- Produce written documents with clearly organized thoughts using proper English sentences construction, punctuation and grammar.
- Work safely without presenting a direct threat to self or others
- Enter and retrieve data or information from terminal, PC or other keyboard device.

**ADDITIONAL REQUIREMENTS:**

- Must be physically capable of operating a vehicle safely, possess a valid driver's license and have an acceptable driving record.
- Must agree to maintain a Drug Free work place as a condition of employment with Gila River Farms.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of supervisory experience in agriculture or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.

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