**CENTRAL COUNTIES DHIA**

**ASSISTANT & LEAD FIELD TECHNICIAN JOB DUTIES**

**(This is a Non-Exempt Position)**

 **The various duties required for all Field Technicians are as follows:**

1. Read, comprehend, and carry out the code of ethics, policies and job standards set forth by Central Counties DHIA (CCDHIA) and National DHIA.
2. To perform other tasks, as required, to ensure the goals of the organization are met.
3. Use and understand technology. Operation of various computer programs and use of all devices supplied by CCDHIA to speed up the testing process and reduce labor.
4. Carry equipment and sample trays to and from the barn; ability to lift up to 50 lbs.
5. Set up equipment in the barn before the start of milking. This includes, but is not limited to: placing meters in brackets, proper connection of milking hoses to the meters, organizing sample trays, and setting up laptop and handheld computers and when necessary, load information into dairyman’s computer (i.e. 164,300).
6. Read the milk weights on the meters and record the milk weights with accuracy. Take milk samples from the meters and pour in a sample vial for component testing
7. Show professionalism and work well with others as a team, and treat them with dignity and respect.
8. Work in a physically and mentally demanding, fast-paced environment with exposure to winter and summer temperatures and constant noise and wet conditions.
9. Work around large animals with various noises and smells.
10. Work Monday through Friday, the regular hours for all field technicians, which corresponds to CCDHIA’s normal operating schedule. Field technicians are expected to work this regular schedule because it is extremely difficult to have others fill in and support all of the herds tested on a daily basis.
11. Work scheduled shifts, with rotating hours that include overtime hours, as necessary; work a split shift, or work on Saturday / Sunday, if necessary or requested to do so.
12. Be able to adapt to frequent schedule changes due to cancellations, breakdowns, or unexpected problems.
13. Perform a field technician’s assigned duties independently and/or work with other testers at the same job site.
14. Drop off samples and completed paperwork to CCDHIA office when necessary or requested to do so.
15. Submit electronic timesheet at the conclusion of test, which is to be accurate.
16. Have reliable transportation to get back and forth to a variety of work sites.
17. Have a valid driver’s license in accordance with California law, and proof of insurance if you drive yourself to work sites.
18. Physically perform by being able to stoop, squat, bend, reach, and climb up and down a small ladder for eight to twelve hour shifts.
19. Attend mandatory monthly Tester meetings and Annual DHIA West Tester conference.

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read the above job description. I understand and***

 ***(Print name)***

***agree that I can meet all job requirements above without accommodation.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) (Date)***

**Additional responsibilities for Lead and 2nd Lead Technicians are as follows:**

1. Input data into a laptop off of the dairyman’s paperwork, or the handheld pocket computer, such as: fresh dates, dry dates, sold and dead dates, and other data needed from DHIA member to keep updated.
2. Keep all equipment clean and maintained, including but not limited to: meters, hoses, adapters, laptop computers, and handheld computers.
3. When necessary, Lead and 2nd Lead must have a vehicle capable of hauling all equipment and hoses for assigned dairies.
4. Payment collection from Dairyman on test day according to the following policy: Any dairy that owes for up to two months of tests shall not be tested unless the Technician has received a check from the dairyman prior to test that is in the amount of at least one of the invoices owed. Failure to do so could result in suspension or termination of the Technician’s job duties.
5. Lead Technicians are responsible for scheduling necessary shift coverage and transportation of equipment to the dairies that they are in charge of.
6. Must communicate work schedule and/or any changes to the schedule with 2nd Lead, Assistant Technicians, Field Manager and Lab Manager.
7. Communicate any scheduling conflicts on a timely basis to the Field Manager in order to get the dairies tested.
8. Responsible for double checking accuracy of all time sheets and paperwork, for each assigned dairy (when possible) and submitting to the lab with the samples on a timely basis.
9. Lead technicians must be sure that all Assistants adhere to company policies and report any problems to the Field Manager immediately.

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read the above job description. I understand and***

 ***(Print name)***

***agree that I can meet all job requirements above without accommodation.***

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 ***(Signature) (Date)***