

GENERAL DESCRIPTION OF CLASS

The SHIPPING POINT INSPECTION ASSISTANT MANAGER assists in directing and supervising the operation of a Shipping Point district which is involved in the inspection, grading, and certification of fresh or processed fruit's, vegetables, and nuts prior to shipment into U.S. and world commerce channels. All positions in this class supervise and are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is the first level of a three-level series. It is distinguished from the upper levels in that Assistant Manager may be assigned to work inspection details at various packing facilities on a temporary basis when other inspectors are on vacation or sick. The Assistant Manager recommends hiring and dismissal or disciplinary actions.

DUTIES AND RESPONSIBILITIES

Employees in this class assist the District Manager in overseeing the operation of a fresh fruit and vegetable inspection district.

- 1. Supervision and Training.** Typical tasks: assists in field supervision and monitoring to assure uniform application of U.S. grade standards and State regulations; plans, assigns, and reviews work of assigned staff; adjusts work assignments and schedules to maintain adequate staffing levels and fluctuating workloads; evaluates employees and advises in preparation of performance appraisals; assesses training needs of staff and arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicant's credentials, participates in the interview process, and recommends hiring of staff; counsels employees on work-related activities.
- 2. Sampling and Inspection.** Typical tasks: selects representative samples of commodities to be inspected from cartons, bags, or storage bins; interprets Federal and/or State standards for particular commodity to be inspected; inspects sample for compliance to grade taking into consideration shape, size, color, and any disorders such as rot and insect or disease damage. The employee is required to use various pieces of equipment in the performance of inspection duties including: refractometer, sizing rings, pressure testers, scales, and/or probes.
- 3. Office Operation.** Typical tasks: assists in reviewing certificates, daily reports, and other papers for accuracy in conformance with agency policies; interprets laws and regulations for industry representative; assists in resolving disagreements over grading problems.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in-person contact with managers and/or owners of fresh produce packing houses or processing facilities. They are also in daily contact with those employees they supervise and with District Manager.

SUPERVISION RECEIVED

Employees in this class receive general supervision from the District Manager through daily contact; however, they are independent in setting their own work schedules within the framework of the overall program. They are subject to on-the-job review by a Federal Supervisor.

Employees in this class follow State and Federal laws, administrative rules, and agency policy and procedures regarding fresh produce inspection and packing. They also adhere to State and agency personnel guidelines, affirmative action goals and practices, and collective bargaining agreements when performing supervisory functions on the job.

SUPERVISION EXERCISED

Employees in this class assist in providing general supervision to agricultural workers, laborers, and inspectors regarding work schedules and technical aspects of inspection and grading of fruit and vegetables. They also advise industry representatives and enforce State and Federal regulations where needed. They may provide general supervision to clerical staff regarding time-keeping records, invoicing procedures, and general office activities. The Assistant Manager is in charge of the district in the absence of the District Manager.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of Oregon and U.S. grade standards for fresh fruits and vegetables being packed or processed in the assigned district.

General knowledge of Oregon and U.S. laws and regulations regarding inspection and packing of fresh fruit and vegetables.

General knowledge of arithmetic (addition, subtraction, multiplication, and division).

General knowledge of general business practices.

Skill in supervising people.

Skill in communicating orally and in writing.

Skill in the use of inspection tools such as refractometers, pressure testers, sizing rings, scales, and probes.

Skill in establishing and maintaining effective public and industry relations.

Ability to impartially and consistently render decisions regarding fresh fruit and vegetable grades and condition.

Ability to distinguish color, texture, or visible defects in products inspected.

Ability to write legibly.

Ability to perform heavy manual labor.

SPECIAL QUALIFICATIONS:

The employee must secure at time of appointment a U.S. Department of Agriculture license to inspect fresh fruits and vegetables.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.