

GRAIN INSPECTION TERMINAL SUPERVISOR

KIND OF WORK

Supervisory and technical work in the sampling and grading of grain.

NATURE AND PURPOSE

An employee in this class is responsible for supervising the grain sampling and grain inspection functions at an assigned grain inspection terminal. This includes providing in-service training for inspectors and samplers and the reviewal of reports and work. This employee may also conduct reinspections of disputed or questionable factors concerning an original grade that was issued by one of his assigned inspectors.

This employee has considerable authority to carry out the day-to-day activities at an assigned grain inspection terminal. This employee reports to and receives direction from the Grain Inspection Program Supervisor.

Promotional opportunities exist to the class of Grain Inspection Area Supervisor requiring a change of work assignment and increased work responsibilities.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assigns and checks the work of employees at an assigned station to insure compliance with applicable state and federal regulations.

Reinspects samples in cases of dispute or appeal so that disputes are adjudicated in an expedient manner.

Recommends disciplinary action or personnel transactions so that the provisions of the personnel law and rules and union agreement are met.

Orders equipment and supplies so that employees can perform their assigned duties.

Grades original samples of grain as required so that all results are issued within a prescribed time.

Supervises the preloading storage examination to insure that all containers are free of foreign substances and meet prescribed rules and regulations.

Provides the security of samples being handled or stored prior to inspection so that USDA and Minnesota grain standards act are met.

Insures that equipment is maintained in good repair so that samples may be processed with a minimum of delayed time.

Maintains accurate records and reports so that positive identification of samples is maintained.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of grain inspection techniques.

Considerable knowledge of various types and classes of grain.

Considerable knowledge of all applicable, state and federal laws and regulations.

Ability to:

Ability to instruct and supervise people.

Ability to communicate effectively both in writing and orally.

LEGAL/LICENSURE

Possession of a valid federal license to inspect and grade grains.

Est.: 4/76
Ckd.: 11/92

T.C.:
Former Title(s):