JOB SUMMARY

Under limited supervision, interprets U.S. Grade Standards, Federal and State Marketing Orders/Agreements and USDA-MOAB 7CFR, Part 996 Regulations Requirements, abides by Principles of Inspection and Rules of Conduct of First 43 Paragraphs in General Shipping Point Inspection Instructions handbook. Supervises or participates in drawing representative samples of products and analyzes samples to determine quality, condition, size, count and/or weight of fresh fruits, vegetables, peanuts and tree nuts. Completes inspection notes and issues Federal-State certificates, as applicable, certifying products analyzed. Inspectors are guided by written and oral instructions, an initial on-job-training period, and annual refresher classes.

PRIMARY JOB DUTIES

1. Sample fruits/vegetables according to instructions in General and/or commodity Handbooks and incoming Farmers' Stock Peanuts and outgrade peanuts with Pneumatic Sampler in a timely manner and according to official probe pattern chart and other written instructions.

2. Analyze sample(s) in accordance with Farmers' Stock Peanut Inspection Procedures by Steps, and other commodities according to commodity handbook and other written instructions authorized by Federal Program Managers.

3. Perform duties of Lead Inspector when applicable.

4. Check, operate and properly maintain all pieces of grading equipment to ensure equipment is properly calibrated, adjusted and exhibits USDA-FSIS seal of approval prior to inspection.

5. Follow USDA, AMS & MOAB Sampling Plan for all Milled peanut lots and identify grade, check, and aflatoxin samples according to milled peanut inspection instructions.

6. Sample milled peanuts with Hand Trier, Vacuum Type, Automatic or Pneumatic Samplers or other USDA approved methods in accordance with written instructions.

7. Analyze grade samples of milled peanut lots and determine compliance or noncompliance with USDA-MOAB 7CFR, Part 996 Peanuts Regulations, U.S. Grade Standards, APSA Grades and other industry specifications, as applicable.

8. Insure proper Positive Lot Identification procedures are applied and correctly certified, and maintain accountability of all PLI seals, tags and imprinting devices as applicable.

9. Keep clear, complete and accurate notes of all inspections.

10. Maintain accountability, issue and distribute Federal-State Inspection Service certificates and related forms as required. Enter inspection data into computer and verify accuracy of computer certificates as applicable.


12. Other Related Duties: Maintain positive lot identification of all official samples. Travel to various packing-houses and processing plants throughout the state to sample, inspect, and certify various fruits, vegetables, tree nuts and peanuts. Maintain updated Inspection Instructions, U.S. grade standards and other supplemental instructions on all commodities listed on federal license card. Clean grading facilities and equipment daily when applicable. Perform other related duties as required.

13. Maintain cordial and professional personal working relations with management, peers, subordinates and industry related personnel in a manner that promotes attainment of work objectives and poses no significant problems.
**Education and Experience:**

High School diploma or equivalent required. Some previous Federal-State Inspection Service experience preferred.

**Necessary Special Requirements:**

* Ability to distinguish various hues of color.
* Ability to read, understand and legibly write/print simple language.
* Possess adequate vision and ability to detect and identify defects/disorders of products analyzed with assistance of glasses, if necessary.
* Ability to correctly perform simple mathematical calculations including percentage computations with a calculator.
* Must possess a valid State Motor Vehicle License and have personal, dependable transportation available during work hours.
* Ability to relate in a professional, friendly manner to coworkers, supervisors, applicants and related industry personnel who may at times display a hostile and uncooperative attitude.
* Must score 75 or better on aptitude test, 75 or better on final exam of new training and refresher training classes, score 100 on A-Flavus mold exam, if applicable, and score 75 or higher on all grading exercises.

Must demonstrate ability to satisfactorily perform range of duties outlined above to be qualified for USDA-FPB Federal License for Farmers’ Stock Peanuts within two weeks after completion of new training school and Shelled Peanuts within one year from appointment to position.

**WORK CONDITIONS:**

<table>
<thead>
<tr>
<th>C</th>
<th>CONSTANT (65 – 100% of workday)</th>
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<tbody>
<tr>
<td>F</td>
<td>Frequent (33 – 65% of workday)</td>
</tr>
<tr>
<td>O</td>
<td>Occasional (up to 33% of workday)</td>
</tr>
<tr>
<td>N</td>
<td>Never</td>
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</table>

- **O** Work outside exposed to inclement weather conditions.
- **O** Time spent in comfortable office environment.
  
  Time spent in in-plant grading facilities exposed to dust, high noise levels, odors, vibrations and moving machinery.
- **F** Operates motorized sampling/grading equipment.
- **C** Requires standing and/or walking.
- **O** Requires physical activities such as bending, stooping, climbing to a height of 25 feet, and reaching.
- **F** Works split shifts.
- **I** Works excess 8 hours per day and/or 5 days per week.
- **I** Overnight travel outside of assigned District and/or temporary transfer to another district.

**Lifts/carries or pushes/pulls:**

<table>
<thead>
<tr>
<th>C</th>
<th>10 lbs or less</th>
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<tbody>
<tr>
<td>F</td>
<td>11 - 25 lbs.</td>
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<tr>
<td>O</td>
<td>26 - 50 lbs.</td>
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<tr>
<td>I</td>
<td>51 - 75 lbs.</td>
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<tr>
<td>I</td>
<td>76 - 100 lbs.</td>
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<tr>
<td>L</td>
<td>More than 100 lbs.</td>
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I understand that my performance will be evaluated at least once during the nine-month probationary period and yearly thereafter; and I must receive a satisfactory rating to retain this position.

My official position description adequately describes my major duties and responsibilities.

Yes ________        No ________

_______________________________________    _____________________________________
Employee's Signature/Date                       Reviewing Authority/Date