

Specification for the Class of

HORTICULTURE AREA SUPERVISOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Within an assigned geographic area, supervises all classes of horticulture inspectors performing inspection and certification of fresh fruits and/or vegetables according to standards of quality, size, pack, and other factors as established by state and federal laws and/or regulations. Supervises enforcement of state laws and compliance with state and/or federal regulations related to fresh fruits and/or vegetables, compliance with export regulations and foreign country phytosanitary requirements, including treatment of product. Supervises grading of raw product(s) for processing under contract specifications, federal or state grading standards, or a combination of the two. Provides information to producers, packers, and other financially interested parties as to: (a) quality/condition of the product, (b) interpretation of grading standards, regulations, inspection procedures and policies, and, (c) options or alternatives for correction of non-complying lots of products(s).

Typical Work

Plans, coordinates, and organizes workload; makes work assignments to inspectors; supervises inspection of fresh fruits and vegetables within an assigned geographic area for compliance with state and federal quality and condition regulations;

Issues and supervises issuance of federal-state certificates, state certificates, shipping permits and other clearance documents for domestic and foreign destinations, detailed inspection notesheets of samples inspected, federal phytosanitary certificates and state phytosanitary certificates declaring presence or absence of pests and disease;

Issues and supervises issuance of notices on non-complying product(s) and takes regulatory action as necessary;

Supervises issuance of certificates indicating quality levels or percentages of marketable stock for payment to the producer by the buyer or processor;

Inspects, grades, and certifies native and non-native fruits and/or vegetables at receiving points;

Supervises fumigation's or other treatments for control of insect infestation and makes appropriate certification;

Supervises audits of controlled atmosphere storage licensee's records for compliance with Chapter 15.30 RCW Controlled Atmosphere Storage of Fruits and Vegetables;

Acts to settle disputes arising between industry personnel and inspectors; meets with representatives of fruit and vegetable industry to discuss inspection matters;

Reviews the work site(s) for proper equipment, safety, and other work related factors; makes adjustment to work site, as necessary;

Prepares and presents classroom instruction and training of inspection staff; supplements field training of inspectors as necessary;

Reviews inspectors' written inspection documents, expense accounts, daily time reports;

Prepares and presents employee performance evaluations;

Initiates corrective action for employee;

Conducts interviews of job applicants;

Prepares estimates related to crop volume, timing, and workload;

Prepares activity reports for area office;

Responds to inquires and/or complaints from public concerning defective fruits and/or vegetables;

May perform any or all of the duties of a Horticulture Inspector, Senior and Horticulture Inspector;

Performs other work as required.

Knowledge and Abilities

Thorough and in-depth knowledge of: Washington fruit and vegetable products, fruit and vegetable inspection techniques, procedures, and practices; Federal Shipping Point Handbook(s), commodity handbooks, written inspection memoranda and instructions, visual aides, and other state, federal, and foreign

regulations governing inspection, grading, quarantine, and certification of products inspected; Department standards and procedures for enforcement of fresh fruit and/or vegetable regulations; Washington laws and regulations governing controlled atmosphere storage; methods and practices used in harvesting, shipping, and marketing of fresh fruits and/or vegetable commodities; basic office management principles and practices.

Ability to: understand and follow procedures and practices which have been developed and to devise new ones when the existing guidelines do not cover particular factors; withstand trade pressures; interpret, apply, and clearly and convincingly explain grade standards and inspection procedures to inspection personnel, applicants for inspection, and other interested persons; deal tactfully and competently with members of the trade or with organized groups; interpret, explain, and apply state and federal fruit and/or vegetable regulations and policies; enforce and supervise enforcement of horticultural laws, using mature judgment and product knowledge; organize the workload and fairly distribute amongst the inspection staff; prepare crop estimates and activity reports; monitor inspection revenues and expenses within the assigned geographic area of responsibility; speak and write clearly, concisely, accurately, and informatively; plan, assign, direct, and review work of all classes of horticulture inspectors; lift and handle customary packages of products, e.g., apples in approximately 50 pound containers and potatoes in approximately 100 pound sacks; distinguish color variations.

Minimum Qualifications

Six years of experience in regulatory horticulture inspection.

AND

United States Department of Agriculture (USDA) licensing to inspect all major commodities of the area to which assigned supervisory responsibility and a valid license issued by USDA-APHIS to issue federal phytosanitary certificates.

Two years of college-level coursework with major emphasis in horticulture, agronomy, or closely related field will substitute for one year of the required experience.

Note: Valid licenses issued by the United States Department of Agriculture to inspect all of the area to which assigned supervisory responsibility is required as soon after the specific season commences as practicable. A valid license to operate a motor vehicle in Washington State is required. Positions require

the lifting of packaged commodities, which may weigh up to 100 pounds.

Note: Major and minor commodities are defined in the class specification for Horticulture Inspector, Senior.

Title change (formerly Horticulture Inspector 3): 6-10-71
Revised definition and distinguishing characteristics: 9-24-74
Revised definition, minimum qualifications, and delete distinguishing characteristics: 3-15-85
Revised definition and minimum qualifications: 7-1-96