**TEXAS DEPARTMENT OF AGRICULTURE**

**COMMISSIONER**

**SID MILLER**

# **posting #15-341-1**

# **POSITION DESCRIPTION**

# **INSPECTOR – ROAD STATION/QUARANTINE**

***(Position subject to availability of federal funds)***

***(Two positions available)***

### **CLASSIFICATION TITLE: Inspector III SALARY: B13, $2,800-$3,100.00/MO.**

##### CLASSIFICATION NO: 1322 FLSA: Nonexempt

##### LOCATION: Harris, Montgomery, Liberty, Jefferson or Chambers\*

**JOB OBJECTIVE:** Train on and become proficient in accurately conducting road station, destination and market blitz agricultural inspections administered by the Texas Department of Agriculture (TDA) to contribute to the enforcement of agriculture laws and regulations for consumer protection in the State of Texas.

**ESSENTIAL DUTIES:**

1. Train on and become proficient in accurately conducting road station, destination and market blitz agricultural inspections administered by TDA, which may include some or all of the following areas:

* inspect agricultural shipments at road station inspection locations for pests and diseases, enforce quarantine requirements;
* conduct destination and market blitz inspections at nurseries and other locations receiving potentially threatening quarantine host articles or species;
* inspect produce, nursery plants, trees, shrubs and other agricultural products for disease and insects;
* collect and remit fees to include licensing and late fees; and
* issue stop-sales, notices of seizure, findings reports, enforcement actions and collect samples.

1. Complete accurate, detailed reports related to inspections, complete travel vouchers and mileage reports; complete various weekly and end-of-month reports.
2. Conduct thorough inspections and complete all related reports with data integrity and properly document violations.
3. Coordinate and ensure that Regional Directors and Agriculture and Consumer Protection Logistics staff are kept informed of all issues related to the inspections.
4. Respond to/investigate consumer questions or complaints by personal visits, via telephone or email correspondence.
5. Maintain state vehicles and other state property according to agency guidelines.
6. Represent the agency in a positive manner when dealing with constituents.
7. Train on and become proficient in the use of Performing Inspections, Enforcement and Recruitment (PIER), Bringing Resource Integration and Data Together for Greater Efficiency (BRIDGE) and business intelligence reports.
8. Complete case preparations and testify at hearings on violations of consumer protection laws.
9. Adhere to established work schedule with regular attendance.
10. Follow all TDA safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

1. Perform other duties related to educating the constituency and representing the agency, such as speaking to various civic/professional/educational groups.
2. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

* Graduation from an accredited four-year college or university (a high school diploma and two years full-time work experience related to the essential duties may substitute for a degree);
* Must reside in Harris, Montgomery, Liberty, Jefferson or Chambers County**\***;
* Valid Texas driver’s license and an acceptable driving record**\*\***; and
* Required to travel up to 50% of the work period.

**KNOWLEDGE, SKILLS AND ABILITIES (The application must specifically state how each of the following qualifications are met):**

* Effective verbal and written communication and human relations and organizational skills;
* Skill in providing excellent customer service to both internal and external customers;

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**KNOWLEDGE, SKILLS AND ABILITIES CONTINUED:**

* Skill in operating a personal computer with word processing and spreadsheet software;
* Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
* Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
* Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
* Ability to plan, organize and work independently, as well as within a team environment;
* Ability to prepare detailed reports and correspondence in a legible and accurate manner;
* Ability to interact effectively with co-workers, supervisors and the public;
  + Ability to interpret, accurately evaluate and apply the inspection data to generate detailed, reliable and valid reports and recommendations;
* Ability to exercise sound judgment and discretion; and
* Ability to maintain highest level of confidentiality.

**PREFER:**

* Knowledge of Texas agriculture in the assigned region; and/or
* Bilingual speaking ability in both English and Spanish.

**ENVIRONMENT/PHYSICAL CONDITIONS:**  Involves working outdoors and exposure to extremes in temperatures; extensive moving and remaining stationary; walking; standing; pulling and pushing; kneeling, stooping and bending; safely lifting and/or carrying items weighing up to 50 pounds; operating heavy equipment/machinery; safely handling hazardous and/or flammable materials; and exposure to dust. Involves safely operating a state vehicle and driving for long distances; working extended hours and some evenings and weekends, as needed; and daily and overnight travel.

***A skills exercise will be conducted at the time of the interview.***

* ***\* The specific location within the region will be determined based on the selected candidate’s residence.***
* ***\*\* A valid Texas driver’s license and an acceptable driving record are required. TDA will verify this information with the Texas Department of Public Safety.***

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| The Texas Department of Agriculture is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors. Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Office at 512-463-7648. 1-800-RELAY TX (for hearing impaired).  Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.  As part of the employment process, TDA may conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.  Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.  Website: [www.TexasAgriculture.gov](http://iq.tda.state.tx.us/iq/staging/www.TexasAgriculture.gov) Email: [hr@TexasAgriculture.gov](mailto:hr@TexasAgriculture.gov)  TDA participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.  [\* E-Verify Participation Poster (English)](http://www.texasagriculture.gov/Portals/0/Job%20Postings/E-Verify_Poster_V08-08_Standard_English.pdf) [\* E-Verity Participation Poster (Spanish)](http://www.texasagriculture.gov/Portals/0/Job%20Postings/EverifyPosterSpanish1.pdf) [\* Right to Work Poster (English)](http://www.texasagriculture.gov/Portals/0/Job%20Postings/Right_to_Work_Poster_English.pdf) [\* Right to Work Poster (Spanish)](http://www.texasagriculture.gov/Portals/0/Job%20Postings/Right_to_Work_Poster_Spanish.pdf) |