

## STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV37034</b>
<b>Job Class Code:</b>	<b>030</b>	<b>Salary Schedule:</b>	<b>ASRRPEST</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>10/21/88</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/96</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Agriculture Control Series

**JOB CODE TITLE:** PESTICIDE CONTROL INSPECTION SUPERVISOR

**HRIS TITLE:** PESTICIDE CTRL INSPNS SPV

**WORK DESCRIPTION:** Supervises Pesticides Control Inspectors; plans, develops and provides training for staff; schedules, prioritizes and assigns inspections, and evaluates for accuracy and compliance with agency's policies, procedures and standards; conducts the most difficult inspections; authorizes and approves citations; ensures all work activities are coordinated and performed in concert with other related agency programs; prepares and recommends operating budgets.

### **WORK ACTIVITIES**

Devises a schedule of work for subordinates on a periodic basis within a work unit.

Devises a schedule for routine or special work projects on a periodic basis.

Resolves problems and questions presented by subordinate workers regarding work methods and processes.

Inspects completed work of subordinates by on-site inspections; resolves problems and advises industry representatives.

Plans for better use of materials and personnel resources; confers with superior, analyzes, evaluates, making determinations.

Establishes and maintains work standards, procedures, methods and rules.

Supervises the daily operations of subordinate staff; schedules hours and assignments.

Instructs, guides and counsels subordinate staff in carrying out a variety of tasks.

Inspects commercial aerial and ground applications of pesticides in agricultural settings; examines equipment and chemical mix(es); observes application; tests for wind drift and other indicators of contamination.

Inspects feed/fertilizer dealerships and products for pesticide contamination.

Instructs staff in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system.

Conducts conventional field investigations relating to reported violations or irregularities in business practices; interviews complainants and others, examines evidence, and writes detailed reports recommending actions.

Collects samples of air, water, soil, plants for testing by laboratory.

Attends work unit staff meetings as chairperson; directs discussions, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making.

Confers with superior, presenting and resolving difficult problems or questions, in some instances dealing with supervisory or unit policy problems, planning actions and making decisions.

Drives automobile to various locations throughout the State, carrying out business of the work system.

Performs related work as required.

**WORK CONDITIONS:** Travel as required. Work can encounter extremes of heat, cold and potentially hazardous conditions from exposure to toxic chemicals.

**SUPERVISION:** Works under general supervision from a higher level superior.

**WORK RESULTS/PRODUCTS:** Trained and functioning staff; inspections completed; reports prepared and submitted; assigned equipment maintained and functioning; positive image and relationships established and maintained with consumers and businesses.

**RESPONSIBILITY:** For scheduling, prioritizing and assigning inspections in a timely and efficient manner; reviewing inspection reports, determining completeness and compliances and evaluating in a timely manner; meeting with public and businesses to educate in regulatory matters; conducting the most complex inspections in a timely and efficient manner.

**AUTHORITY:** To train, evaluate and assign work to staff; assist in developing operating budgets for unit; recommend on hiring and other personnel actions; determine need and authorize citations for violations of laws and regulations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Federal, State and agency laws, rules and regulations governing the use, application, storage, disposal and sale of pesticides or feeds and fertilizers; the principles and practices of leadership and work management; inspection and investigation techniques and methods for detecting compliance/noncompliance; the techniques and methods of using devices to obtain samples for testing; the techniques and methods of reading laboratory tests results to detect unacceptable levels of contamination and/or improper mixtures and illegal chemicals; the principles and practices of law enforcement regarding violations of laws and regulations.

**Skill in:** inspecting and investigating to detect compliances and non-compliances; using devices to obtain samples for testing.

**Ability to:** interpret and apply Federal, State and agency laws, rules, regulations and policies governing the use, applications, storage, disposal and sale of pesticides or feeds and fertilizers; apply the principles and techniques of leadership and work management; read test results, determine violations and need for follow-up inspections; issue citations; communicate verbally and in writing; establish and maintain work relationships.

**SPECIAL SELECTION FACTORS:** May require possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.