

**Job Class Profile:**                      **Agricultural Inspector**

**Pay Level:**                                      **CG-29**                                      **Point Band:**                                      **622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	4	3	4	4	3	2	4	
Points	187	67	25	14	120	87	62	43	43	648

## **JOB SUMMARY**

The Agricultural Inspector is responsible for the delivery of the Agri-Insurance Program in Newfoundland and Labrador. Monitors and investigates crop loss claims for indemnity payments; researches, develops and implements policies relating to current and new crop programs; and presents crop loss claims to the Crop Insurance Agency at year's end.

### **Key and Periodic Activities**

- Co-ordinates, implements and delivers an Agri-Insurance Program that provides financial protection against crop losses due to uncontrollable natural and insurable perils.
- Advises producers on crop and land suitability by recommending fertilizer and limestone application. Identifies possible problems that may occur due to the topography of the land, crop rotations, mono-cropping, cultural/agronomic practices and on/off farm inputs. Identifies and addresses weed pest and disease problems that may become evident in the field and later in storage.
- Identifies and investigates infractions of the Crop Insurance Act and its regulations and recommends an appropriate course of action.
- Performs land mapping in crop production using GPS, and provides a complete farm map of insured acreage for each producer on the Agri-Insurance Program.
- Researches and develops insurance policies for new crops that have not yet been integrated into the present Agri-Insurance Program.
- Compiles a series of reports throughout the growing season detailing adherence to the Agri-Insurance policies.
- Reviews, assesses and recommends changes to the Agri-Insurance Program policies and procedures.
- Oversees and/or conducts plant tissue and soil sampling to determine plant necrotic symptoms.
- Provides advice and recommendations to insured producers on findings.
- Provides advice, guidance and interpretation on agricultural programs to producers.
- Develops, organizes and participates in agricultural education programs such as presentations, trade shows on-farm demonstrations; plans and participates in National

<b>Key and Periodic Activities</b>
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Managers Conference for Agri-Insurance.
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**SKILL**

<b>Knowledge</b>
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**General and Specific Knowledge:**

- Agricultural practices relating to vegetable production.
- Applicable Acts and Regulations.
- Policies and Procedures.
- Agri-Insurance Program.
- Usage of Global Positioning System (GPS).

**Formal Education and/or Certification(s):**

- Minimum: 2 Year Specialized Diploma in Agriculture Technology.

**Years of Experience:**

- Minimum: 3-4 years

**Competencies:**

- Written communication skills.
- Mathematical calculation and analysis.
- Analytical and assessment skills.
- Computer usage (word processing and GPS software skills).

<b>Interpersonal Skills</b>
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- A range of interpersonal skills such as listening, asking questions, providing routine information/direction and expert advice are used to obtain information for various reports. Communicates complex information and makes formal presentations.
- Most significant contacts are Program Manager (to keep informed on progress of the Agri-Insurance Program as well as any conflicts or problems which need to be resolved); Insured Producers (providing service to clients, addressing problems and providing assistance); Departmental staff (to seek assistance in resolving problems).

**EFFORT**

<b>Physical Effort</b>
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- Work demands occasionally result in considerable fatigue, requiring periods of rest.
- Occasionally lifts or moves crops over 50 lbs. when conducting test plot samples, however, those weighing between 10 – 25 lbs. is more typical.
- When conducting plot samples, it results in being positioned in awkward or cramped positions.
- As position involves travel throughout the province, driving is a regular requirement.
- The use of fine finger/precision work occurs regularly when using GPS to map land in crop production and in computer usage.

### Concentration

- **Visual** demands are a regular requirement when inspecting insured fields to detect the presence of insects, disease or weed infestation and when determining the marketability of a product obtained from a test plot.
- The use of **touch and smell** is required occasionally to determine if disease is present in a crop.
- Activities such as harvesting crops in specified test plots can be **repetitious and require alertness**.
- **Time pressures and deadlines** are experienced when ensuring clients meet seeding/harvesting deadlines. A number of reports have to be compiled and presented to the Crop Insurance Agency in order for annual claims to be addressed.
- Determining positioning of test plots and harvesting requires **eye/hand coordination**.
- **Exact results and precision** are required when mapping fields with a GPS and when following procedures for grading various types of vegetables. Consistency amongst inspectors is required to maintain integrity in grading. Processing results requires accuracy since claims involve indemnity calculations/payments.

### Complexity

- Tasks range from repetitive/well defined to occasionally being different and unrelated requiring a broad range of skill and knowledge. For example, preparation of a final indemnity payment claim for eligible producers is presented to the Crop Insurance Agency by the Agricultural Inspector. This report compiles information gathered throughout the season. Other activities involve advising producers on crop and land suitability, which requires an analysis of the topography of the land and other factors.
- Challenges/problems/issues can be addressed by following procedures and/or guidelines, however, some of those challenges/problems and issues must be defined and practical solutions found.
- Reference material available includes Producer Manual, Crop Production Guide, Disease, Plant and Insect Publications, Weed Control Guides, Crop Development Officers, Pest Management Specialists and the Crop Insurance Act and Regulations.

## RESPONSIBILITY

### Accountability and Decision-Making

- Works tasks and activities are moderately prescribed or controlled.
- Approval can be provided to a producer abandoning a crop if it meets certain criteria. Field Guides are used to assist the inspector make decisions about how to protect and salvage a crop of vegetables from devastation.
- Purchasing of equipment, supplies and instruments for testing plots require supervisory approval.
- Independence, discretion and judgement are exercised when grading products. Usually grades are specified by the Canadian Food Inspection Agency and guidelines are in place for inspectors to follow, however, there are some cases where producers qualify for grading standards differently. Inspectors work with producers in grading their product.

- A high degree of independent discretion and judgement is used to ensure that a sample test plot is representative of a field.
- Provides advice and recommendations to producers on how to deal with soil issues, whether a particular area is suitable for planting and how to obtain maximum yield.

### **Impact**

- Impacts are felt internally within the department/group as well as externally on customers/clients/general public.
- Impacts also affect equipment, processes and systems, information and finances.
- Positive impacts result from advice provided to producers in assisting them with issues and negatively if an error is made in calculation performed on each insured crop or when keying information in to required forms.
- The consequences of a mistake or error can impact both the producer and the agency; however, data is often checked on many levels before financial officers make final indemnity payment.

### **Development and Leadership of Others**

- Not responsible for direct supervision of staff.
- There are limited development and leadership activities. Provides advice, guidance, orientation and feedback to new employees and input to others about staffing and recruitment.
- Occasionally takes a team leader and/or project leader role by organizing National Manager's Conferences.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Required to wear safety equipment such as gloves and boots.
- There is limited likelihood for injuries or illnesses resulting from hazards.
- Constant travel is required.
- Exposure to dirt, dust, filth or garbage, hazardous chemicals, toxic or poisonous substances, wet or slippery surfaces, isolation, temperature extremes, radiation, sharp objects and adverse weather conditions occurs on a regular basis.
- Occasionally exposed to glare, fumes, odours, physical dangers and heavy machinery.