



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

CLASSIFICATION STANDARD

PRIMARY PRODUCTS INSPECTION

TECHNICAL CATEGORY

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TECHNICAL CATEGORY

Issued by:
Classification, Human Resources
Information Systems and Pay Division
Personnel Policy Branch 1986

CLASSIFICATION STANDARD PRIMARY PRODUCTS INSPECTION RECORD OF AMENDMENTS

Amendment No.	Date	Inserted by	Remarks
1	September 1980	TB 774715	Addition of Grain Inspection Sub-group and bench-mark positions 15, 16 and 17. Deletion of bench-mark positions 1 & 2.
2	January 1985	TB 800363	Addition of bench-mark position description 18. Deletion of bench-mark position 13.

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INTRODUCTION

The classification standard for the Primary Products Inspection Group is a point-rating plan consisting of an introduction, definition of the Technical Category and the occupational group, rating scales and bench-mark position descriptions.

Point rating is an analytical, quantitative method of determining the relative values of jobs. Point-rating plans define characteristics or factors common to the jobs being evaluated, define degrees of each factor and allocate point values to each degree. The total value determined for each job is the sum of the point values assigned by the ratters.

All methods of job evaluation require the exercise of judgement and the orderly collection and analysis of information in order that consistent judgements can be made. The point-rating method facilitates rational discussion and resolution of differences in determining the relative values of jobs.

Factors

The combined factors may not describe all aspects of jobs. They deal only with those characteristics that can be defined and distinguished and that are useful in determining the relative worth of jobs. Five factors are used in this plan.

Factor Weighting and Point Distribution

The weighting of each factor reflects its relative importance. Similarly, points are distributed to the factors or elements in an arithmetic progression.

Rating Scales

In the rating plan the following factors, factor weights and point values are used.

Factors	Factor Weights	Point Values	
		Minimum	Maximum
1) Skill and Knowledge	30 %	60	300
2) Inspection Responsibility	35 %	70	350
3) Responsibility for Contacts	10 %	20	100
4) Conditions of Work	10 %		
a) Physical Effort		5	25
b) Concentration		5	25
c) Environment		5	25
d) Hazards		5	25
5) Supervision	15 %	15	150

Bench-mark Positions

Bench-mark position descriptions are used to exemplify degrees of factors. Each description consists of a brief summary, a list of the principal duties with the percentage of time devoted to each, and specifications describing the degree of each factor to which the position is rated. The bench-mark positions have been evaluated and the degree and point values assigned for each factor are shown in the specifications.

The rating scales identify the bench-mark position descriptions that exemplify each degree. These descriptions are an integral part of the point-rating plan and are used to ensure consistency in applying the rating scales.

Use of the Standard

There are six steps in the application of this classification standard.

1. The position description is studied to ensure understanding of the position as a whole. The relation of the position being rated to positions above and below it in the organization is also studied.
2. Allocation of the position to the category and the group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
3. Tentative degrees of each factor in the position being rated are determined by comparison with degree definitions in the rating scales. Uniform application of degree definitions requires frequent reference to the description of factors and the notes to ratters.
4. The description of the factor in each of the bench-mark positions exemplifying the degree tentatively established is compared with the description of the factor in the position being rated. Comparisons are also made with descriptions of the factor in bench-mark positions for the degrees above and below the one tentatively established.
5. The point values for all factors are added to determine the tentative total point rating.
6. The position being rated is compared as a whole with positions to which similar total point values have been assigned, as a check on the validity of the total rating.

Determination of Levels

The ultimate objective of job evaluation is the determination of the relative values of jobs in each occupational group. Jobs that fall within a designated range of point values will be regarded as of equal difficulty and will be assigned to the same level.

LEVEL AND LEVEL BOUNDARIES

1	- 250
2	251 - 350
3	351 - 450
4	451 - 550
5	551 - 650
6	651 - 750
7	751 - 860
8	861 and over

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use [the Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

GRAIN INSPECTION SUB-GROUP: (PI/CGC)

Included in this sub-group are those positions in the Primary Products Inspection Group for which the primary responsibility under the Canada Grain Act and Canada Grain Regulations is:

- (a) the official inspection and grading of cereal grains, oilseeds and pulses and their by-products, and
- (b) the inspection of the condition and sanitation of the storage, treatment and transportation facilities for those products, and the identification and eradication of grain pests.

Also included are related supervisory, trainee and trainer

positions. Minimum Qualifications

Successful completion of secondary school.

Exclusions

Positions that do not require the performance of inspection duties under the Canada Grain Act and Canada Grain Regulations are excluded from this sub-group. Also excluded are management positions in the Canadian Grain Commission.

RATING SCALES

PRIMARY PRODUCTS INSPECTION GROUP

FACTOR WEIGHTS

SKILL AND KNOWLEDGE	300
INSPECTION RESPONSIBILITY	350
RESPONSIBILITY FOR CONTACTS	100
CONDITIONS OF WORK	100
SUPERVISION	150
	1,000

SKILL AND KNOWLEDGE

This factor is used to measure the difficulty of the work in terms of the skill and knowledge required to perform the duties of the position.

Definitions

"Skill" refers to the facility to perform tasks such as inspecting and grading agricultural products, inspecting processing operations, recognizing and identifying diseases and pests at various stages of development, supervising staff and organizing and controlling inspection activities.

"Knowledge" refers to the understanding of items such as regulations, inspection methods and procedures, grade standards, plant operations, business organization and practices, and program objectives.

Notes to Raters

Skill and knowledge is normally acquired by formal and private study and through one or more of the following methods: on-the-job training under a qualified worker, in-service training including organized study sessions, and working in related and progressively more responsible jobs.

The degrees of the Skill and Knowledge factor assigned to bench-mark positions have been established by the comparative ranking of key positions in the Primary Products Inspection Group. The eight degrees of the factor are not directly related to numbers of years required to acquire skill and knowledge but indicate the relative requirements of positions within the group. In evaluating the skill and knowledge required to perform the duties of a position raters are to consider such characteristics as the variety and novelty of equipment used and the number of different methods, procedures and approaches in which skill and knowledge are required.

The degree tentatively selected is to be confirmed by comparing the duties of the position being rated with the duties and specifications of the bench-mark positions which exemplify that degree.

RATING SCALE - SKILL AND KNOWLEDGE

Skill and Knowledge, and Degree	Points	Bench-mark Position Descriptions	Page
1	60	Grain Inspection Assistant, Thunder Bay.	15.2
		Inspector, Fruit and Vegetables	9.2
2	94	Inspector, Fish and Fish Products, Lunenburg, N. S.	8.2
3	128	Grain Inspector, Terminal Elevator, Saskatoon, Sask.	5.2
		Inspector, Contagious Diseases	7.2
		Inspector, Plant Protection	12.2
		Meat Hygiene Inspector	18.3
4	162	Inspection Centre Supervisor, Fruit and Vegetables	6.2
		Meat Inspection Supervisor	14.2
		Grain Inspector in Charge, Terminal Elevators	16.3
5	196	District Inspector, Fisheries, Shediac, N. B.	3.2
6	230	Assistant District Grain Inspector	17.3
7	265		
8	300	District Supervisor, Plant Protection Division	4.3

INSPECTION RESPONSIBILITY

This factor is used to measure the difficulty and importance of the duties in terms of the scope for initiative and judgement and the impact of activities.

Definitions

"Scope for initiative and judgement" refers to the freedom to take particular courses of action within the framework of regulations, directives, instructions and established procedures; the nature of direction or supervision received; and the degree of authority delegated by superiors.

"Impact of activities" refers to the importance of the activities in terms of their effect on departmental programs and resources, on business operations and on the public.

"Inspection program" refers to the specific plans of action that are developed and implemented by the organization to achieve its objectives.

Notes to Ratters

In evaluating positions under the Impact of Activities element, ratters are to consider both the kind and significance of departmental programs or business operations which are affected, and the impact of activities on individuals or groups outside the public service.

The five degrees of the Impact of Activities element are illustrated by the bench-mark position descriptions. The following characteristics of the work are to be considered in determining the tentative degree of this element:

1. The effect on the conduct of departmental inspection programs and on departmental resources.
2. The effect on business concerns such as producing, processing, wholesaling, brokerage, retailing and distributing organizations.
3. The effect on individuals or groups outside the public service such as members of the general public, growers, producers and fishermen.
4. The level of accountability, which is usually related to the place of the position in the organization.
- 5.

The consequence of an error in judgement.

Any one characteristic is only an indication of the Impact of Activities element, and the whole context within which the work is performed is to be considered.

The degrees of the two elements of the Inspection Responsibility factor tentatively selected are to be confirmed by comparing the duties of the position being rated with the descriptions of the duties and specifications of the bench-mark positions that exemplify the degrees tentatively selected.

RATING SCALE - INSPECTION RESPONSIBILITY

Scope for Initiative and Judgement, and Degree

Degree of Impact of activities	There is scope for judgement in Applying regulations and directives. Individual problems are solved by courses of action Which are clearly indicated. The work is subject to frequent checks. Unusual problems are referred to a supervisor for action or instructions.	There is scope for initiative in organizing and conducting inspections and related activities, and for judgement in applying regulations and directives. Unusual Problems are solved by the selection of a course of action from within a framework of established methods and procedures. The work is subject to periodic checks. Unusual problems are referred to a supervisor for Guidance on the course of action to be followed.	There is scope for initiative in organizing and scheduling inspection and related activities, and for judgement in assessing the application of regulations and directives and in proposing changes in work methods and procedures. Problems are solved by the selection of a course of action within the framework of established methods, procedures and precedents. The work is subject to periodic review. Unusual problems are referred to and discussed with a supervisor before action is taken.	There is scope for initiative in organizing, scheduling and co-ordinating inspection and related activities, and for judgement in evaluating proposals and authorizing changes relating to work methods and procedures. Problems are solved by developing courses of action within the intent of regulations. The work is reviewed by evaluation of written reports on activities and through discussion during periodic visits by a supervisor. Unusual problems are referred to a supervisor, with proposals on the course of action to be considered.	There is scope for initiative and judgement in promoting improved practices in the production and marketing of products, developing and evaluating new or revised product standards, developing inspection methods and procedures, and co-ordinating inspection and other activities. Contributions are made to the development of complementary federal and provincial projects, activities and regulations. Problems are solved by developing and implementing courses of action that often result in the establishment of precedents. The work is reviewed by a superior through the evaluation of written reports on the conduct of activities, including special projects. Unusual problems are referred to a supervisor with reports on the acceptability and feasibility of possible solutions and with recommendations on the course of action to be followed.
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	A	B	C	D	E	
1	70 Inspector, Fruit and Vegetables Grain Inspection Assistant, Thunder Bay	Page 9. 2 15. 3	105 Inspector, Fish and Lunenburg, N. S. Inspector, General Services Inspector, Plant Protection	Page 8. 3 10. 2 12. 3	140 175	Page 210
2	106	rain inspector, Terminal Elevator, Saskatoon, Sask. Inspector, Plant Products, New Liskeard	Page 5. 3 11. 3	141 176	211	245
3	142	Train Inspector in Charge, Terminal Elevators	Page 16. 3	177 212 Inspection Centre Supervisor, Fruit and Vegetables Meat Inspection Supervisor	Page 6. 2 14. 2	246 280
4	178	213	247	281 District Inspector, Fisheries, Shediac, N. B. Assistant District Grain Inspector, Vancouver	Page 3. 3 17. 3	315
5	214	-	282	316	350 District Supervisor, Plant Protection Division	Page 4. 3

RESPONSIBILITY FOR CONTACTS

This factor is used to measure the difficulty and importance of the duties in terms of the purpose and nature of contacts and the level of persons contacted.

Definitions

"Inspection program" refers to the specific plans of action which are developed and implemented by the organization to achieve its objectives.

"Commercial establishments" refers to producing, processing, wholesaling, brokerage, retailing and distributing establishments or outlets.

"Government departments and agencies" refers to departments and agencies of federal, provincial and municipal levels of government.

Notes to Ratters

Only those contacts that are an integral part of the work and that result from the duties assigned or sanctioned by management are to be considered. Contacts between subordinates and superiors are not be considered.

If the duties of the position include contacts having more than one combination of purpose of contact and level of persons contacted, the points for each combination are to be determined and the highest point value assigned.

Points are to be assigned for written contacts only if the duties of the position being rated include responsibility for signing letters or memoranda. Points will not be assigned if responsibility is limited to contacts by form or pattern letters.

CONDITIONS OF WORK

This factor is used to measure the demands of the work in terms of the requirements for physical effort and concentration, and for exposure to disagreeable conditions and hazards.

Notes to Ratters

In rating positions under the Physical Effort element ratters are to consider the kind, frequency, intensity and duration of muscular exertion, the work positions and the weights of objects handled.

In rating positions under the Concentration element ratters are to consider the extent to which the worker is able to control the pace of the work and the resulting frequency and duration of concentration.

In rating positions under the Environment element ratters are to consider environment in terms of the kinds, severity and frequency of exposure to undesirable conditions.

In rating positions under the Hazards element ratters are to consider those hazards that are probable and not those that are remotely possible. Ratters should also bear in mind the hazards presented by material being handled and equipment and tools used.

Only those conditions that are of value in assessing relative differences between jobs are to be considered. The degree of each element tentatively selected is to be confirmed by comparing the duties of the position being rated with the duties and specifications of the bench-mark positions that exemplify that degree.

RATING SCALE - PHYSICAL EFFORT

"Physical effort" refers to the kind, intensity and duration of muscular exertion, the work position and the weight of objects handled.

Physical Effort and Degree	Points	Bench-mark Position Descriptions	Page
<p>The work requires little physical effort, as in intermittently standing, walking, or handling light-weight objects. The duties occasionally require greater physical effort for short periods.</p>	<p>1 5</p>	<p>District Inspector, Fisheries, Shediac, N.B. Assistant District Grain Inspector, Vancouver</p>	<p>3.3 17.4</p>
<p>The work requires moderate physical effort, as in continually standing or walking where only limited periods of relief are possible, intermittently climbing to and from work sites, or intermittently handling medium-weight objects. The duties occasionally require greater physical effort for short periods.</p>	<p>2 15</p>	<p>Inspector, Contagious Diseases Inspector, General Services Grain Inspection Assistant, Thunder Bay Grain Inspector in Charge, Terminal Elevators Meat Hygiene Inspector</p>	<p>7.3 10.3 15.3 16.4 18.4</p>
<p>The work requires considerable physical effort, as in frequently climbing ladders or intermittently handling heavy-weight or awkward objects in a difficult work position.</p>	<p>3 25</p>		

RATING SCALE - CONCENTRATION

"Concentration" refers to the kind, intensity and duration of concentration and mental-sensory co-ordination required by the work.

Concentration and Degree	Points	Bench-mark Position Descriptions	Page	
The work requires a normal level of concentration as in supervising inspection activities and checking containers and markings and, on occasion, a higher level of concentration as in grading poultry, hog and beef carcasses, and seeds and grain.	1	5	Inspection Centre Supervisor, Fruit and Vegetables	6.3
			Meat Inspection Supervisor	14.3
			Assistant District Grain Inspector, Vancouver	17.4
The work requires a moderate level of concentration as in grading fruits, vegetables, and poultry carcasses and, on occasion, a higher level of concentration as in grading grain, seeds, and hog and beef carcasses.	2	15	Inspector, Fish and Fish Products, Lunenburg, N.S.	8.3
			Inspector, Plant Products, New Liskeard	11.4
			Grain Inspection Assistant, Thunday Bay	15.3
The work requires a high level of concentration as in grading grain, seeds, and hog and beef carcasses and performing post mortem inspections for sustained periods.	3	25	Grain Inspector, Terminal Elevator, Saskatoon, Sask.	5.4
			Inspector, Slaughtering and Meat Processing Plant	13.3
			Grain Inspector in Charge, Terminal Elevators	16.4
			Meat Hygiene Inspector	18.4

RATING SCALE - ENVIRONMENT

"Environment" refers to the kind and severity of disagreeable conditions and the frequency of exposure to them during the performance of the work. Examples of disagreeable conditions include:

- exposure to dust, dirt, heat, cold, obnoxious odours, noise or vibration, unpleasant sights, or
- the requirement to wear cumbersome protective clothing and equipment.

Environment and Degree	Points	Bench-mark Position Descriptions	Page
Good working environment with few disagreeable conditions.	1	5 Inspection Centre Supervisor, Fruit and Vegetables	6.3
Fair working environment, such as one with significant exposure to one disagreeable condition, or occasional exposure to either several disagreeable conditions or to one very disagreeable condition.	2	15 Inspector, Contagious Diseases Inspector, Fish and Fish Products, Lunenburg, N.S. Grain Inspection Assistant, Thunder Bay Grain Inspector in Charge, Terminal Elevators	7.3 8.3 15.3 16.5
Poor working environment, such as one with constant exposure to several disagreeable conditions or to one very disagreeable feature, and for this reason the work is considered relatively undesirable.	3	25 Meat Hygiene Inspector	18.4

RATING SCALE - HAZARDS

"Hazards" refers to the frequency and probable severity of the injuries that can occur, although the usual safety measures have been taken.

Frequency and Degree	Probable		Severity of Injury, and Degree			
	Minor Injuries	"Lost-time" Injuries	Incapacitating Injuries			
	A	B	C			
		Page 11	Page 17	Page		
Occasional 1	District Inspector, Fisheries, Shediac, N.B.	3.4	Grain Inspector, Terminal Elevator, Saskatoon, Sask.	5.4	Inspector, Contagious Diseases	7.3
	Inspector, General Services	10.3	Inspector, Plant Products, New Liskeard	11.4	Grain Inspection Assistant, Thunder Bay	15.3
			Grain Inspector in Charge, Terminal Elevators	16.5		
	12	18	25			
Frequent 2	Inspector, Fruit and Vegetables	9.3	Meat Hygiene Inspector	18.4		
	Inspector, Plant Protection	12.4				

SUPERVISION

This factor is used to measure the continuing responsibility that the incumbent of the position assumes for the work and guidance of other employees as indicated by the nature of the supervisory responsibility and the number of employees supervised.

Definitions

"Nature of supervisory responsibility" refers to the extent to which supervisory positions have such responsibilities as controlling the quantity and quality of work, assigning work, allocating staff, evaluating employee performance, training and disciplining staff, and making recommendations on the number of positions needed to perform the work.

"Number of employees supervised" refers to the total number of employees for whom the incumbent of the position exercises supervisory responsibility directly or through subordinate supervisors.

Notes to Ratters

In all positions there is some requirement for showing others how to perform tasks or duties; therefore, no position will be assigned less than 15 points (A₁) under this factor.

Occasional supervision, such as that performed during absences of the supervisor on annual or sick leave, is not to be rated.

For the purpose of this standard, "number of employees supervised" includes the total of the following:

1. The number of employees in the department or agency for whom the incumbent of the position has continuous responsibility.
2. The number of person-years of work performed by casual, part-time and seasonal employees supervised by the incumbent of the position.

In evaluating positions all the characteristics outlined for each degree of supervisory responsibility must be considered. Generally speaking, the criterion for the assignment of degrees to positions is that a position must include most of the characteristics of the degree assigned.

The rating scale shows the point values assigned to four degrees of the Nature of Supervisory Responsibility: element. These degrees, which are designated only as A, B, C, and D on the scale, are defined in the table appearing on the next page.

RATING SCALE - SUPERVISION

Nature of Supervisory Responsibility and Degree		Bench-mark Position Descriptions	Page
Shows other employees how to perform tasks or duties.	A	Inspector, Fruit and Vegetables Inspector, General Services Inspector, Plant Products, New Liskeard Inspector, Plant Protection	9.3 10.3 11.4 12.4
Assigns tasks and checks completed work. Instructs employees in work methods and procedures, and in the solution of problems associated with assigned tasks. Reports on employee performance.	B	Grain Inspector, Terminal Elevator, Saskatoon, Sask. Inspector, Contagious Diseases Grain Inspector in Charge, Terminal Elevators	5.4 7.3 16.5
Schedules and assigns work to meet inspection program requirements and to ensure the effective use and development of staff.		Inspection Centre Supervisor, Fruit and Vegetables Meat Inspection Supervisor	6.3 14.3
Implements a staff training program on a local basis.			
Co-ordinates and controls the work of employees through subordinate supervisors.			
Provides advice and guidance to subordinates.	C		
Evaluates the work performance of subordinates and participates in the appraisal of employees.			
Interviews employees who present problems of discipline.			
Proposes promotions and disciplinary action.			
Directs and co-ordinates the provision of inspection services.		District Inspector, Fisheries, Shediac, N.B.	3.4
Co-ordinates the work of groups providing complementary inspection services.		Assistant District Grain Inspector, Vancouver	17.4
Establishes inspection priorities.			
Determines training requirements and controls the implementation of a staff training program.			
Evaluates employee appraisals made by subordinate supervisors.	D		
Interviews employees who present serious problems of discipline.			
Recommends changes in the number and classification of positions.			
Recommends promotions and disciplinary action.			

RATING SCALE – SUPERVISION

NUMBER OF EMPLOYEES		DEGREE OF THE NATURE OF SUPERVISORY RESPONSIBILITY			
SUPERVISED AND DEGREE		A	B	C	D
Any number	1				
1 - 5	2		25	45	65
6 - 15	3		39	59	79
16 - 30	4		53	73	93
31 - 50	5		67	87	107
51 - 75	6		81	101	121
76 - 105	7		95	115	135
More than 105	8		110	130	150

BENCH-MARK POSITION DESCRIPTION INDEX
In Ascending Order of Point Values

DESCRIPTIVE TITLE	BENCH-MARK POSITION NO.	TOTAL POINTS	PAGE
Inspector, Fruit and Vegetables	9	222	9.1
Grain Inspection Assistant, (Thunder Bay)	15	227	15.1
Inspector, Fish and Fish Products, Lunenburg, N.S.	8	312	8.1
Inspector, General Services	10	333	10.1
Inspector, Plant Protection	12	340	12.1
Meat Hygiene Inspector	18	353	18.1
Inspector, Contagious Diseases	7	355	7.1
Inspector, Plant Products	11	375	11.1
Grain Inspector, Terminal Elevator, Saskatoon, Sask.	5	395	5.1
Grain Inspector in Charge, (Terminal Elevators)	16	504	16.1
Inspection Centre Supervisor, Fruit and Vegetables	6	513	6.1
Meat Inspection Supervisor	14	553	14.1
District Inspector, Fisheries, Shediac, N.B.	3	665	3.1
Assistant District Grain Inspector, (Vancouver)	17	742	17.1
District Supervisor, Plant Protection Division	4	863	4.1

BENCH-MARK INDEX

In ascending order of point value

B.M. No.	Page	Descriptive Title	Skill & Know.	I.R.	Cntcs.	Phys.	Conc.	Env.	Haz.	Super.	Total Points	Maximum Cut-off
9	9.1	Inspector, Fruit & Vegetables	60	70	20	15	15	15	12	15	222	250
8	8.1	Inspector, Fish & Fish Products,	94	105	35	15	15	15	18	15	312	350
10	10.1	Lunenburg, N.S.	128	105	35	15	15	15	5	15	333	
12	12.1	Inspector, General Services Inspector, Plant Protection	128	105	35	15	15	15	12	15	340	
18	18.1	Meat Hygiene Inspector	128	105	20	15	25	25	18	15	351	
7	7.1	Inspector, Contagious Diseases	128	105	35	15	15	15	17	25	355	
11	11.1	Inspector, Plan Products	128	141	35	15	15	15	11	15	375	
6	6.1	Inspection Centre Supervisor, Fruit & Vegetables	162	212	60	5	5	5	5	59	513	550
14	14.1	Meat Inspection Supervisor	162	212	60	15	5	15	11	73	553	650
3	3.1	District Inspection, Fisheries, Shediac, N.B.	196	281	75	5	5	5	5	93	665	750
		no bench-mark										860
4	4.1	District Supervisor, Plant Protection Division	300	350	100	5	5	5	5	93	863	1000
		Grain inspection sub- group										
15	15.1	Grain Inspection Assistant, Thunder Bay, Ont.	60	70	20	15	15	15	17	15	227	250
5	5.1	Grain Inspector, Terminal Elevator, Saskatoon, Sask	128	141	35	15	25	15	11	25	395	450
16	16.1	Grain Inspector In Charge, Terminal Elevator	162	177	60	15	25	15	11	39	504	550
17	17.1	Assistant District Grain Inspector, Vancouver	230	281	80	5	5	15	11	121	748	750

- Notes:
- A. Bench-marks 1 and 2 were deleted effective 1 September 1980.
 - B. Bench-marks 5, 15, 16 and 17 are for use in the establishment of relativity between positions in the PI/CGC sub-group.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 3

Level: 6

Descriptive Title: District Inspector, Fisheries,
Shediac, N.B.

Point Rating: 665

Summary

Under direction of the Assistant Chief of the Inspection Branch, Maritime Region, Halifax, N.S., controls the inspection service of the Department of Fisheries in the Shediac District of New Brunswick and Prince Edward Island; supervises inspection and office staff; resolves complaints concerning inspection activities; maintains effective working relations with members of the fishing industry; and performs related duties.

Duties

% of Time

Controls the inspection of fish and fish products and fish handling and processing methods in the Shediac District to ensure that departmental regulations and instructions are being correctly applied, to assist industry in the orderly marketing of fish and fish products and to ensure that only good quality fish and fish products are being exported by: 15

- organizing the inspection activities in the district to make the most effective use of staff;
- implementing established inspection methods and procedures;
- establishing inspection schedules;
- evaluating inspection activities to determine their effectiveness;
- co-ordinating inspection and office activities;
- adapting established methods and procedures to meet conditions in the district; and
- forecasting and proposing financial and staff requirements for inspection activities in the district.

Supervises, through junior supervisors, a technical staff of 23 employees and an office staff of two (25 person-years) engaged in activities related to inspection and grading of fish and fish products and inspection of fish handling and processing methods to ensure that departmental regulations and instructions are consistently applied throughout the district by: 50

- providing advice and guidance to subordinate supervisors;
- allocating inspection staff to subordinate supervisors;
- establishing standards of quantity and quality for various inspection tasks in the district;
- implementing training programs for inspection staff;
- observing work being performed and reviewing inspection reports to evaluate employee performance;
- evaluating work performance of subordinate supervisors and their appraisal of staff under their supervision;
- interviewing employees presenting problems of discipline or performance to determine causes and to arrange for their further training, transfer, suspension or dismissal; and
- participating in selection boards for inspection staff in the region and recommending changes in the number and classification of district inspection and office staff.

Resolves complaints concerning inspection activities and decisions that have not been resolved at a subordinate level to ensure that regulations and instructions have been correctly applied by: 15

- examining reports completed by working level employees and subordinate supervisors to obtain background information;
- obtaining oral explanations from subordinate staff;
- discussing the point at issue with complainants;
- relating information obtained from employees and complainants to regulations and instructions;
- revising reports and decisions;
- providing a thorough explanation of the value to the industry of inspection services; and
- providing information on what further steps complainants can take if the results of the investigation and review are still challenged.

Maintains effective working relations with representatives of fishermen's organizations, operators of fish processing and storage plants, brokers, and supervising staff of transportation companies to obtain co-operation in the conduct of inspection activities by: 10

- being readily available to provide information;
- arranging for prompt re-inspections when the results of the original decisions are challenged;
- arranging for assistance by technical specialists of the department to help resolve specific problems;
- implementing inspection methods and procedures that do not seriously inconvenience operations; and
- personal visits and attendance at meetings to explain the intent of the inspection program and its importance to the well-being of the fishing industry.

Performs related duties such as assessing reports of violations to recommend that legal action be taken or not taken, accounting for revenues collected in the district, accounting for district stores, conducting meetings and seminars for district staff, writing correspondence and comprehensive reports, and evaluating the applicability of regulations and instructions to conditions in the district and proposing changes in regulations and instructions. 10

Specifications

Degree/
Points

Skill and Knowledge

The work requires the ability to control and co-ordinate inspection and office activities; evaluate the effectiveness of inspection activities in the district; supervise staff through subordinate supervisors; implement a district staff training program on inspection and grading methods, techniques, standards and regulations; obtain co-operation from other agencies and members of the fishing industry; and resolve inspection disputes. It also requires the ability to detect deterioration and defects in fish and fish products; visually examine the tissue and viscera of fish and fish products for the presence of parasites; relate the results of examinations and analyses to established grades and carry out all phases of the inspection of processing operations. The work requires a knowledge of the organization and operation of the fishing and fish processing industries in the district and a thorough knowledge of the regulations under the Fish Inspection Act

5 / 196

Degree/
Points

and pertinent sections of the Meat and Canned Foods, Food and Drugs, and Customs Acts, and of sanitary procedures and techniques related to fish handling, storage and processing. It also requires a thorough knowledge of the methods and practices used to smoke, pickle, cure and cook fish and fish products; the techniques used to test and determine the acceptability of water supplies and the level of sanitation in plants; fish and fish product grade standards; and bacteriological standards for samples, in order to explain the significance of inspection and sanitation reports to processors and propose corrective action. This skill and knowledge is normally acquired through formal or private study at the secondary school completion level, study of directives and designated publications, in-service and on-the-job training, and experience as a fishery inspector and as a supervisor.

Inspection Responsibility

The work requires controlling and scheduling the inspection of fish and fish products and fish handling and processing practices in a major district of the Maritime Inspection Region, resolving inspection problems and complaints and adapting established methods and procedures to meet district conditions and to assist the industry in the orderly marketing of products. It also requires recommending legal action against members of the fishing industry when other methods of correction have failed, suggesting changes in regulations and instructions, and resolving disputes. Unusual problems are referred to the supervisor located in the regional office, with proposals on the course of action to be taken. The activities affect the achievement of the objectives of the department's inspection program in four counties in New Brunswick and three counties in Prince Edward Island and the effective employment and development of a staff of 25 located at district headquarters and in three other localities. They also affect the quality of fish and fish products shipped from the district, the marketing of fish and fish products, and the operating costs and profits of fishermen, processors and brokers in the district. Direction in inspection activities is provided by an officer at the intermediate administrative level located in Halifax, N.S. An error in controlling inspections could result in the export of poor quality fish and financial losses to members of the fishing industry. An error in scheduling and monitoring the work of the district staff, resolving complaints, and providing information and assistance could result in a breakdown in co-operative relations with the fishing industry in the district and complaints to the department.

D4 / 281

Responsibility for Contacts

The work requires contacts with representatives of fishermen's organizations to investigate, discuss and resolve disputes concerning the application of regulations and instructions; with supervisors and professional technologists of other federal departments and of the provincial governments to discuss problems relating to the need for co-operation among the respective staffs; and with managers and proprietors of fish processing plants to obtain co-operation in implementing the inspection program and to resolve disputes about operating practices and the maintenance of sanitary conditions.

B3 / 75

Conditions of Work

Physical Effort - The work requires driving a vehicle for considerable distances and walking and standing during check inspections.

1 / 5

Concentration - Visual and olfactory attention is required when checking inspection activities.

1 / 5

	Degree!	Points
Environment - The major part of the work is done under office conditions. There is, however, some exposure to foul odours and inclement weather when checking on the conduct of inspections.	1 /	5
Hazards - The major part of the work is done under safe conditions, but there is a requirement to walk around fish processing plants during check inspections.	A1 /	5
Supervision		
The work requires supervising 23 technical and two administrative support staff (25 person-years) located in the district office and in three other areas. Supervisory duties include allocating staff to subordinate supervisors, co-ordinating district inspection activities, establishing work standards, implementing a training program for inspection staff, evaluating work performance of subordinate supervisors and their staff, discussing work performance with subordinate supervisors and, when required, arranging the transfer of employees within the district, participating in selection and appraisal boards, and recommending changes in classification and disciplinary action.	D4 /	93

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 4

Level: 8

Descriptive Title: District Supervisor,
Plant Protection Division

Point Rating: 863

Summary

Under the general direction of the Director, Plant Protection Division, directs and controls the activities of the division in the Prairie District; supervises, through subordinate supervisors, professional, technical and clerical staff; establishes and maintains effective working relations with senior staff of the department, other departments, provincial governments, universities, transportation companies, and trade organizations and groups; and performs related duties.

Duties

of Time

Directs and controls the inspection and certification of seed crops; the quarantine, treatment or destruction of plants and plant products; the conduct of special projects; and the fumigation of plants and plant products imports and exports, transportation, storage and handling facilities, plant nurseries and seed potato production facilities in the Prairie District, which includes the provinces of Alberta, Saskatchewan and Manitoba and North western Ontario, to ensure the uniform application of regulations and phytosanitary standards, to prevent the introduction of exotic plant pests, and to control or eradicate injurious plant diseases and insects in the Prairie District by:

55

- planning, organizing and co-ordinating the activities of the division in the district;
- developing and implementing new or revised work methods and procedures to meet changing requirements;
- organizing, implementing and monitoring special activities in response to outbreaks of plant disease epidemics, and specific projects related to the development of standards for certification of crops being introduced into the district;
- evaluating reports on activities conducted in the district to ensure that regulations and directives are being followed and to determine the need for amendments to standards and the need for continuance of services;
- periodic visits to regional centres to observe work performance of staff and to discuss the activities of the division with members of the trade;
- investigating the need for modifications in district activities and services, in procedures and phytosanitary standards, in the application of regulations and in the enforcement of special regulatory provisions, to determine the advisability of recommending changes;
- evaluating reports of violations and suspected violations to determine whether the action taken or proposed is in accordance with regulations, directives and precedents, and whether further action is required, and to initiate legal proceedings where required through recommending to Ottawa that prosecution proceedings be initiated; and
- forecasting and recommending the financial and staff requirements for the district in terms of mandatory workloads and anticipated and proposed projects.

Supervises a staff of 17 including five subordinate supervisors in charge of centres at Winnipeg, Fort William, Estevan, Edmonton and Lethbridge and five other professional employees, one inspector of plant products and six clerical employees engaged in conducting investigations, writing reports and providing advice to producers and other members of the trade, inspecting plant products, and carrying out clerical and related support tasks, to ensure that legislation and directives are applied consistently throughout the district, that the provision of advice to producers and other members of the trade conforms to departmental standards, and to ensure the effective employment and development of staff by:

20

- explaining the intent and application of legislation, policies, directives and regulations to supervisors;
- defining the responsibilities of supervisors and assigning staff and allocating equipment;
- providing advice and guidance on problems referred by supervisors;
- establishing priorities, work standards and schedules, distributing workloads, and setting target dates;
- evaluating work performance of supervisors and their subordinates through review of reports, personal observation and discussion;
- writing appraisal reports on the work performance of each supervisor and discussing the evaluation with the employee concerned before forwarding the report to the Director of the Division;
- discussing employee appraisals with the supervisor who submitted the report to ensure a full understanding of the evaluations before completing a report and forwarding it to the Director of the Division;
- planning, implementing and monitoring training and other staff development activities to meet both long- and short-term training and development needs; and
- resolving and dealing with employee grievances and recommending promotions, transfers, classification changes and disciplinary action.

Establishes and maintains effective working relations with senior officials of federal governmental organizations, provincial departments of government, the grain handling trade, transportation companies, university research laboratories, nursery and grower groups and other trade groups and organizations, to facilitate the work of the Plant Protection Division in the Prairie District by:

15

- being readily available to discuss problems and undertake special projects relating to the control or eradication of plant pests, the inspection and certification of seed crops, the imposition of quarantines and the detection and surveying of plant pests;
- arranging for prompt investigation and resolution of complaints;
- participating in the resolution of problems, monitoring the work of subordinates engaged in special projects requiring the assistance or co-operation of others, and reviewing with interested officials the quality of the advice, guidance and other assistance provided by subordinates;
- keeping abreast of current knowledge, developments and trends affecting the protection of plants and plant products and the work of the division; and
- attending meetings and conferences and giving addresses on the work of the Prairie District.

% of Time

Performs related duties such as participating in the solution of problems having implications beyond the district, conducting special investigations, completing comprehensive reports and conducting correspondence, reviewing accounts and budget estimates submitted by subordinates, and reporting to the Director of the Plant Protection Division any accident resulting in serious injury to an employee or damage to equipment and any intention of legal suit against the Crown resulting from dissatisfied judgement following the implementation or enforcement of relevant acts and regulations.

10

Specifications

Degree/
Points

Skill and Knowledge

The work requires the ability to plan, organize, co-ordinate and control the inspection and certification of seed crops, the conduct of special activities in response to outbreaks of disease and of special projects related to the development of phytosanitary standards, and quarantine and fumigation operations at five regional centres in the Prairie District; supervise professional, technical and clerical staff through subordinate supervisors; plan, implement and monitor district training and other staff development activities; resolve disputes; develop, implement and evaluate new or revised techniques, methods and procedures, and division services in the district; establish and maintain effective working relations with senior officials of federal and provincial governmental organizations, the grain-handling trade, transportation companies, university research laboratories, and trade groups and organizations; and address meetings and conferences on the activities of the division in the district. It also requires the ability to appraise and determine the phytosanitary status of seed crops; recognize insects, insect injury, physiological defects in plants and seeds, and indications of plant diseases in seed crops at various stages in the life cycle of the plant and pests; and relate analyses and examinations to phytosanitary standards. The work requires a thorough knowledge of the Destructive Insect and Pest Act and Regulations, the Plant Import Quarantine Regulations of Canada and the United States, the Canadian Shipping Act, and other Acts, Regulations, directives and memoranda pertaining to personnel, financial and accounting policies and procedures; seed crop inspection and certification methods and procedures; the varietal characteristics of plants and seed crops and the phytosanitary standards of significance in the district; the characteristics of plant diseases and insect pests at various stages in the life cycle of the plant and pests; the chemicals, methods and dosage schedules used to fumigate plants and plant products; and the laboratory techniques used to identify plant diseases. It also requires a thorough knowledge of the organization and operation of the seed production trade in the district and the organization and operation of transportation facilities serving the district and the seed trade. This skill and knowledge is normally acquired by formal or private study at the secondary school completion level, in-service and on-the-job training, study of acts, regulations, circulars, directives and branch and division policy memoranda, and experience as an inspector and as a junior, intermediate and senior level supervisor.

8 / 300

Inspection Responsibility

The work requires planning, organizing, co-ordinating and controlling seed crop inspection and certification, quarantine and fumigation and clerical and support activities at regional centres in the Prairie District; organizing, implementing and monitoring special projects related to plant or seed disease epidemics, new seed crops for which new or revised inspection techniques are required, disease eradication methods and procedures,

E5 / 350

Primary Products inspection
B.M.P.D No. 4

4.4

Degree/
Points

and phytosanitary standards. It also requires recommending the need for and feasibility of new or amended procedures and phytosanitary standards; the discontinuance or provision of inspection and certification services and special projects as conditions and requirements change; and modifications in the application of regulations or the enforcement of special regulations to deal with serious problems. Decisions taken on problems referred by centre supervisors and officials of organizations associated with the seed trade frequently provide guide-lines for district staff. Problems such as controlling or eradicating especially troublesome exotic plant pests, legal action against individuals and firms, serious discipline cases and legal suits against the Crown are referred to the Director of the Plant Protection Division with reports on the desirability and practicability of alternative solutions and recommendations as to the most suitable course of action from the point of view of conditions and requirements in the district. The activities affect the achievement of the objectives of the Plant Protection Division in Alberta, Saskatchewan, Manitoba and Northwestern Ontario, an annual operating budget of approximately \$150,000, and the employment and development of a staff of 17, including ten professional employees. The activities also affect the inspection and certification of seed crops, the quarantine and fumigation of plants and plant products and the control or eradication of plant pests in the district, and working relations with officials of federal and provincial governmental organizations, university research laboratories, the grain trade, transportation companies, and other trade groups. Guidance with respect to district activities is provided by the Director of the Plant Protection Division located in Ottawa. An error in identifying and controlling or eradicating plant diseases and plant pests could result in the loss of seed crops and financial losses to producers in the district. An error in organizing and controlling district activities and monitoring the application of regulations and phytosanitary standards could result in loss of confidence in the activities of the Plant Protection Division.

Responsibility for Contacts

The work requires contacts with producers and trade groups, managers of transportation companies, officials of the grain trade, and officials and professional staff of federal and provincial government organizations and university research laboratories to resolve complaints resulting from the application of regulations and standards, provide advice and guidance, discuss, promote and gain support for division activities, and participate in the organization of special projects requiring mutual co-operation.

C3 / 100

Conditions of Work

Physical Effort - There **is** a requirement for walking and standing when spot-checking employees' work.

1 / 5

Concentration - Visual attention is required when spot-checking the work of inspectors.

1 / 5

Environment - The major part of the work is done under office conditions. There is some exposure to inclement weather during tours of regional centres.

1 / 5

Hazards - The major part of the work is done under safe conditions.

A1 / 5

Degree/
Points

Supervision

The work requires the supervision of a staff of 17, including professional, technical and clerical employees. Supervisory duties include deploying and allocating district staff to meet long- and short-term requirements; explaining legislation, policies, directives and regulations to subordinate supervisors; defining the responsibilities of supervisors and assigning staff; providing advice and guidance on problems referred by supervisors; evaluating the work performance of supervisors; evaluating employee appraisals submitted by supervisors; appraising the performance of subordinates and discussing appraisals with them; planning, implementing and monitoring training and other staff development activities; and recommending action for promotions and discipline cases and in instances of complaints and grievances.

D4 / 93

5.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 5

Level: 3

Descriptive Title: Grain Inspector,
Terminal Elevator, Saskatoon, Sask.

Point Rating: 395

Summary

Under the general supervision of the Area Grain Inspector, grades all classes and types of grain at a terminal elevator in Saskatoon, Sask.; monitors elevator operations associated with the special treatment of grain; inspects elevator storage and handling facilities; supervises grain inspection and sampling staff; and performs related duties.

Duties

% of Time

Grades official samples of all classes and types of grain received and discharged at a terminal elevator in Saskatoon, Sask., to establish the correct marketing designation of grain shipments in accordance with the provisions of the Canada Grain Act by:

70

- identifying any objectionable odours that may be present;
- identifying the class, type and variety of grain;
- examining the sample under magnification for evidence of grain pest infestation and extent of infestation;
- weighing a measured portion of the uncleaned grain to determine test bushel weight;
- cleaning the grain in the sample, using mechanical and hand cleaning apparatus, to determine the percentage of extraneous material that can be removed by standard commercial cleaning processes;
- weighing a measured portion of the cleaned grain to determine test bushel weight;
- measuring moisture content of the sample, using electronic and distillation type apparatus;
- analysing portions of from 10 to 100 grams to determine the percentage of admixtures of other cereal grains or inseparable seeds and the class, type and variety, the percentage of extraneous foreign material, and the extent of damage from such causes as mildew, heating, breakage or sprouting for which accurate physical separations can be made;
- examining the sample visually to determine the over-all quality based on combinations of various degrees and quantities of such factors as immaturity, frost damage, evidence of toxic substances, and other conditions that cannot be determined by physical separation;
- comparing the results of measurements, analysis, examination and assessments with grade specifications and by comparing the official samples with physical grain grade standard samples; and
- assigning the samples to one of the 143 statutory and commercial grades or any one of the multiple off-grade variations for which it is qualified, recording all pertinent data, and assuming responsibility for the official grade certificate issued for the sample.

	% of Time
Monitors the fumigation of infested grain and of storage and handling facilities, and the artificial drying of grain and other treatments for the improvement of grade conducted by elevator employees, to ensure that regulations and directives applicable to terminal elevators are being followed by: <ul style="list-style-type: none">- sampling and examining grain and examining storage and handling facilities after fumigation has been completed, to determine the effectiveness of the treatment and the need for repeating the process;- inspecting the grain dryer for cleanliness and to ensure that the thermometer bulb is properly located and that recording equipment is functioning;- sampling, grading and measuring the moisture content of grain entering the dryer;- sampling, grading and measuring the moisture content of grain leaving the dryer;- recording the lot number of grain being dried, the dryer being used, length of time of drying treatment, maximum and average temperature during treatment, and grade and moisture content before and after drying;- collecting official samples of grain that have been dried, for submission with recorded information to head office for quality testing in the grain research laboratory;- investigating causes of damage to grain resulting from drying, and informing elevator officials of the corrective procedures that are required; and- sampling and grading grain before and after other special treatment to determine the effectiveness of the treatment and the need for further treatment.	10
Inspects elevator storage and grain-handling equipment to determine that standard sanitary procedures are implemented by periodically checking areas where problems are likely to be found.	5
Supervises staff engaged in sampling grain (two person-years) by assigning work and by reporting on work performance, and participates in the training of an inspector trainee by providing instructions on varietal identification.	5
Performs related duties such as notifying supervisors when grain loading approaches minimum conditions for quality and cleanliness, requesting supervisors to temporarily halt loading when it is found that a wrong grade is being loaded, explaining to supervisors alternative methods for treating grain to give best results, keeping records, forwarding samples to the area office, issuing grain grade certificates, identifying the class and variety of oil seed samples and issuing seed analysis certificates, giving unofficial grading decisions on envelope samples, monitoring the work of inspection crews engaged in annual audit of elevator stocks, and explaining grading decisions to producers, supervisory staff of the elevator and members of the grain trade.	10
Specifications	Degree/ Points
Skill and Knowledge	
The work requires the ability to identify by visual examination of kernel characters more than 50 varieties of wheat and barley and to determine by weighed separation percentages of these in mixtures; to identify all types and classes of oil seeds; to detect evidence of pests infesting grain; to recognize the presence of toxic substances in grain; to assess the condition of grain; and to relate all grading factors and combination of factors that have been identified, measured, analysed and assessed to grade specifications, to physical grain grade standard samples, and to one of the 143 statutory and commercial	3 / 128

Degree/
Points

grades or any one of the multiple off-grade variations for which the official sample is qualified. It also requires the ability to monitor the work of staff engaged in sampling grain; instruct a trainee in varietal identification and grading; operate a variety of equipment such as dockage testers, stereoscopic microscopes, precision scales, moisture meters, mixers and dividers; investigate the causes of damage to grain in the elevator; and deal effectively with the elevator manager. The work requires a good knowledge of grain inspection regulations, grain grade standards, and training methods in varietal identification. It requires a good knowledge of the varieties of cereal grain; sanitary procedures related to the storing and handling of grain; the sources and causes of damage to grain stored in the elevator; and the treatment of grain such as fumigating, artificial drying and cleaning. It also requires a knowledge of grain pests and their control. This skill and knowledge is normally acquired by formal or private study at the secondary school completion level, study of directives and designated publications, in-service and on-the-job training, and certification by the department as a qualified grain inspector and as a seed analyst. This skill and knowledge is maintained at required levels by regularly writing and passing mandatory organization-wide examinations on varietal identification, regulations and operations, and grading.

Inspection Responsibility

The work requires grading all types and classes of grain received and discharged at a terminal elevator, monitoring the treatment of grain to improve grade, monitoring the annual audit of grain stocks in the elevator, and conducting sanitary inspections of grain-handling and storage facilities, in accordance with grading schedules, physical grain standard samples and inspection regulations and established methods. It also requires providing instruction of varietal identification and grading of grain. Grading grain requires the evaluation of characteristics that do not lend themselves to precise measurement, such as degree of deterioration of kernels through heating and through damage by plant diseases and environmental conditions. The work also requires supervising staff and explaining to elevator personnel methods for applying fumigants and corrective measures to prevent excessive drying of grain. The work is subject to re-inspection by the area supervisor in the event that a grading decision is challenged. On a regularly scheduled basis portions of the samples of grain graded are examined by the area supervisor and the head office to permit evaluation of grade decisions taken and periodic checks on the correct application of grain grade standards. Problems concerning samples of grain having unusual characteristics are referred to the supervisor for guidance. The activities affect the binning of grain and the market price of grain received and discharged from an elevator where the volume of grain handled annually is normally in excess of three million bushels but less than ten million bushels. The activities also affect training of an inspector-trainee, the work of two grain samplers, the cost of grain handling and treatment to improve grade at the terminal elevator, and the relations of the area supervisor with the operator of the terminal elevator. General supervision is provided by an officer at the intermediate inspection level located in the same community. An error in grading grain or in monitoring elevator operations could result in unwarranted gain or loss to producers, shippers and buyers in the area, extra costs to elevator operators for handling grain that has been incorrectly binned, and embarrassment to the area supervisor.

B2 / 141

Responsibility for Contacts

The work requires contacts with employees and supervisory staff of the terminal elevator to explain regulations and directives and the correction of conditions or practices resulting in damage to grain; with producers and shippers to provide explanations of grading decisions when these are queried; and with elevator supervisors to notify them when grain being loaded approaches minimum conditions for quality and cleanliness for a given grade, to indicate that the wrong grade is being loaded, to explain alternative methods for treating grain to give the best results, and to discuss the correction of unsanitary grain-handling and storage practices.

A2 / 35

Conditions of Work

Physical Effort - The work requires intermittent standing and walking, and lifting, carrying and dumping samples of grain.

2 / 15

Concentration - Close and sustained visual attention is required to identify, examine, and grade grain. These tasks comprise a very significant portion of the duties. Decisions must be made promptly upon receipt of grain at the elevator. The worker cannot control either the number or timing of grade decisions required.

3 / 25

Environment - There is exposure to grain dust, grain fumigants, and outside weather conditions when inspecting elevator facilities.

2 / 15

Hazards - There is exposure to skin and respiratory irritations and to moving machinery when inspecting elevator facilities.

B1 ! 11

Supervision

The work requires supervising an inspector trainee and two grain samplers (two person-years). Supervisory duties include assigning work, providing instructions and guidance, and reporting on work performance.

B2 / 25

6.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 6

Level: 4

Descriptive Title: Inspection Centre Supervisor,
Fruit and Vegetables

Point Rating: 513

Summary

Under the direction of the District Supervisor, Kelowna, B.C., controls the inspection of fresh and frozen fruit and vegetables and honey throughout the Oliver, B.C., inspection centre; supervises inspection and office staff; maintains effective relations with local producers, processors and shippers, and performs related duties.

Duties

% of Time

Controls the inspection of fresh and frozen fruit and vegetables and honey throughout the Oliver, B.C., inspection centre to ensure the provision of inspection services and the uniform application of grade standards and regulations under the Agricultural Products Standards Act, the Fruit, Vegetables and Honey Act, and the British Columbia Grades and Sales Act by:

30

- establishing work schedules and allocating staff to work sites;
- checking grade certificates and inspection reports for accuracy and compliance with regulations;
- investigating infractions of regulations and recommending prosecution or other action;
- monitoring inspection practices at the centre and reporting unusual problems to the district supervisor;
- proposing to the district supervisor changes in methods and procedures; and
- accounting for inspection fees and other revenue.

Supervises a staff of 16 (13 person-years) engaged in inspecting produce and performing office duties, to ensure the efficient utilization and effective development of the staff by:

45

- providing advice and guidance to employees regarding the intent of regulations and their application in particular circumstances;
- spot-checking and evaluating employees' work performance; appraising employees and discussing appraisals with employees concerned, subordinate supervisors and the district supervisor;
- determining local staff training needs and conducting training sessions;
- organizing local training sessions;
- proposing to the district supervisor action regarding promotions, breaches of discipline, and the number and classification of positions; and
- serving on selection and promotion boards.

Maintains effective relations with local producers, processors and shippers to facilitate inspection activities at the centre by:

10

- answering enquiries concerning the inspection of products;
- investigating complaints and by promptly taking the necessary corrective measures when warranted;
- explaining inspection and grading requirements and methods, export requirements and the import regulations of major foreign importing countries;

% of Time

- demonstrating federal and provincial grade and maturity standards;
- giving advice concerning the effects of product cultural and handling practices, plant diseases and insect pests on product grades; and
- addressing meetings of producers.

Performs related duties such as reviewing and consolidating inspectors' reports on crop production and market conditions, writing reports forecasting production and market conditions, proposing modifications in inspection methods and procedures to solve inspection problems at the centre, helping the supervisor to plan and organize district training programs, instructing in inspection techniques at district training sessions, exchanging information with customs officials concerning the shipment of produce, checking that shippers, dealers and brokers are licensed or registered, and interviewing applicants for licences.

15

Specifications

Degree/
Points

Skill and Knowledge

The work requires the ability to monitor and schedule fruit and vegetable inspection and related office activities at an inspection centre, supervise an inspection staff the majority of which are seasonal employees, organize and implement local training sessions and instruct in inspection methods and procedures and grading techniques, deal with local growers, producers and supervisory personnel at local packing and processing plants, identify factors affecting the grade of fruit and vegetable products, and write letters and reports. The work requires a very good knowledge of inspection methods and procedures, the grade standards for a wide variety of fruit and vegetable products, and the regulations under the Agricultural Products Standards Act and the Fruit, Vegetables and Honey Act, and the British Columbia Grades and Sales Act. It also requires a good knowledge of local production and marketing practices, and the import regulations of major importing countries. This skill and knowledge is normally acquired through formal or private study at the secondary school completion level, study of directives and designated publications, in-service and on-the-job training, and experience as a fruit and vegetable inspector and a junior supervisor.

4 / 162

Inspection Responsibility

The work requires establishing inspection schedules and allocating staff to work sites, training staff, monitoring and reporting on inspection activities at the Oliver centre, proposing changes in inspection practices to meet local conditions, resolving minor infractions and complaints, explaining regulations and grade standards to local producers, processors and shippers, and suggesting changes in methods and procedures. Unusual problems such as infractions of regulations or other situations having major implications are discussed with the district supervisor over the telephone or during twice-monthly meetings. The activities affect the conduct of inspection practices at the centre, the employment and development of a staff of up to 16 employees, the relations of the district supervisor with local producers, processors and trade groups, and the market value of produce inspected. Direction is provided by a supervisor at the professional level located in Kelowna. An error in checking grade certificates and inspection reports could result in the improper assignment of grades and unwarranted financial loss or gain to local growers. An error in scheduling work could result in incomplete inspections and

C3 / 212

6.3

Degree/
Points

cause embarrassment to the district supervisor. An error in monitoring inspection activities and reports could result in unwarranted financial loss or gain to producers and buyers. An error in providing information and assistance could result in a breakdown of co-operative relations with local producers, processors and shippers.

Responsibility for Contacts

The work requires contacts with customs officials to exchange information concerning the import and export of products; with producers and brokers to collect market information and to provide guidance concerning the import regulations of foreign countries and factors and conditions affecting the grade and maturity of produce; and with senior supervisors in packing plants to discuss inspection requirements and decisions, and to investigate and resolve complaints against inspection decisions.

B2 / 60

Conditions of Work

Physical Effort - The work requires some walking or standing, climbing into and out of transport vehicles and stooping when monitoring employees' work.

1 / 5

Concentration - Visual attention **is** required when checking grade decisions and when instructing in inspection techniques.

1 / 5

Environment - The major part of the work is done under office conditions, but there is exposure to dirt and inclement weather when monitoring the work of inspectors.

1 / 5

Hazards - The major part of the work is done under safe conditions, but there is a requirement to climb into and out of transport vehicles when spot-checking inspection activities.

A1 / 5

Supervision

The work requires the supervision of a staff of junior supervisors, full-time and seasonal inspectors and an office clerk (13 person-years). Supervisory duties include scheduling work and allocating staff, providing advice and guidance to employees, evaluating employee performance and discussing performance appraisals with employees concerned and with the district supervisor, determining staff training needs and organizing and implementing local training sessions; and proposing action regarding breaches of discipline and the number of positions required.

C3 / 59

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 7

Level: 3

Descriptive Title: Inspector, Contagious Diseases

Point Rating: 355

Summary

Under the general supervision of the sub-district veterinarian, Fort Erie, Ont., collects milk and cream samples from dairies and creameries and blood samples from cattle; inspects and reports on the premises and operations of producers feeding garbage to hogs; inspects and reports on meat, meat products and restricted animal product commodities at border points; supervises technical staff; and performs related duties.

Duties

% of Time

Collects milk and cream samples from dairies and creameries and blood samples from cattle located in the Fort Erie, Ont., sub-district to implement the provisions of the Milk Ring Testing Program and the Market Cattle Testing Program for the control of brucellosis, in accordance with regulations under the Animal Contagious Diseases Act by:

30

- contacting proprietors and livestock producers to make arrangements for the collection of samples;
- drawing milk and cream samples from stocks, using pipette and vial;
- extracting two-ounce blood samples from the jugular vein, using hypodermic needle and vial;
- recording identifying information on samples collected; and
- packing and forwarding samples to a laboratory for analysis.

Inspects and reports on the premises and garbage-cooking operations of hog producers licensed to feed garbage to hogs, to ensure compliance with regulations for the control of hog cholera, in accordance with regulations under the Animal Contagious Diseases Act by:

20

- checking operators to ensure that they are licensed;
- checking the drains, floors, walls, ceilings, and other features of garbage-cooking premises to ensure maintenance of prescribed sanitary conditions;
- checking the operation of cooking equipment and the thoroughness of cooking to ensure that only properly cooked garbage is fed to hogs;
- visually examining hogs for obvious indications of cholera; and
- pointing out to operators any unsanitary conditions noted and explaining and monitoring the application of corrective measures.

Inspects and reports on meat, meat products, restricted animal products commodities such as tank age, wool and organic fertilizers, and other restricted commodities such as rice and feed grains, at border points throughout the Fort Erie sub-district to control the importation of unwholesome or restricted commodities, in accordance with regulations under the Animal Contagious Diseases Act and the Meat Inspection Act by:

15

- visually examining meat and meat products to ensure their wholesomeness;
- examining inspection certificates, labels and container markings to ensure that they are in order;
- visually checking bags of restricted commodities to ensure the use of previously unused bags; and
- examining livestock trucks and poultry crates for cleanliness.

	% of Time
Supervises one full-time inspector engaged in collecting samples, inspecting garbage-feeding establishments and inspecting imported commodities, and four other casual and part-time employees (two person-years) engaged in back-tagging slaughter cows, to ensure the efficient use of staff by: <ul style="list-style-type: none">- assigning tasks;- checking work performed for quantity and quality;- instructing in work methods and procedures; and- reporting on work performance.	10
Performs related duties such as completing inspection reports, decapitating or removing the brains of animals believed to be rabid, freezing the removed brain or head and forwarding it to a laboratory for analysis, writing reports summarizing work completed, explaining import regulations to importers, explaining to proprietors and livestock producers the purpose of inspections and the nature of inspection requirements, helping the sub-district veterinarian to conduct post-mortem examinations, and monitoring the disposal of garbage from foreign ships berthed in the Fort Erie area, the cleansing and disinfecting of farm buildings and yards, the destruction of contaminated imported commodities, and the sale of garbage by hospitals, restaurants and other establishments.	25
Specifications	Degree/ Points
Skill and Knowledge	
The work requires the ability to extract blood samples from the jugular vein of cattle, draw representative and hygienic milk and cream samples, monitor the disinfecting of infected farm premises, recognize unsanitary conditions and practices at garbage-feeding establishments, detect obvious symptoms of hog cholera, recognize unwholesome or unsanitary conditions affecting the importation of meat, meat products and restricted animal commodities, deal with livestock producers and proprietors and supervisors of commercial establishments, monitor the work of a subordinate inspector and several other employees engaged in back-tagging cows, complete inspection forms and write reports covering work performed' and actions taken or recommended. The work requires a good knowledge of the techniques used to collect and pack blood, cream and milk samples, approved methods and materials used to disinfect farm premises, the operation of garbage-cooking equipment, the methods used to collect, prepare and ship animal disease specimens, and the departmental regulations governing the inspection and importation of meat, meat products and restricted animal commodities. It also requires a knowledge of animal anatomy and the causes, methods of transmission, indications and diagnostic tests related to brucellosis, tuberculosis, hog cholera and rabies. This skill and knowledge is normally acquired through formal or private study at the secondary school completion level, study of directives and designated publications, in-service and on-the-job training, and experience as a contagious diseases inspector.	3 / 128
Inspection Responsibility	
The work requires collecting and submitting samples, inspecting the operation and sanitary condition of garbage-feeding establishments to ensure adherence to prescribed sanitary practices, and inspecting products at border points for compliance with import regulations, in accordance with inspection regulations and established methods and procedures. It requires scheduling the collection of samples and the disinfecting of farm premises to accommodate both the requirements of the department and the needs of producers and	B1 / 105

Degree/
Points

proprietors, explaining inspection regulations and requirements to producers and proprietors, and monitoring the work of employees. Unresolved problems concerning the refusal of livestock producers to permit the collection of blood samples are referred to the supervisor for guidance. Quantity and quality of work performed is subject to periodic checks by the supervisor. The activities affect identification of brucellosis in cattle and milk and cream samples, the operating and sanitary practices of licensed garbage feeders, and the importation of restricted commodities in the Fort Erie sub-district. The activities also affect the work of an inspector and several casual and part-time employees and the relations of the sub-district veterinarian with local producers and proprietors of commercial establishments. General supervision is provided by a supervisor at the professional level located at Fort Erie. An error in carrying out inspections and related activities could result in the failure to identify or eradicate diseases and in the spread of diseases, unwarranted delays in releasing products at customs ports, and the importation of contaminated products or disease-bearing products or materials.

Responsibility for Contacts

The work requires contacts with members of the general public to explain import regulations; with the proprietors of creameries and dairies to schedule the collection of samples; with the proprietors of livestock markets to arrange for and monitor the back tagging of animals; and with livestock producers to provide information on the causes, methods of transmission of and tests for animal diseases and to explain regulations, requirements and practices governing the prompt slaughter of diseased cows, the disinfecting of infected farm premises, and the provision of facilities and assistance required to collect blood samples.

A2 / 35

Conditions of Work

Physical Effort - There is a requirement to walk or stand when inspecting garbage-feeding operations and examining products being imported. There is also a requirement to work in awkward positions when collecting blood samples. Help in restraining animals is usually available.

2 / 15

Concentration - Close attention is required when using a hypodermic needle and vial to draw blood samples from the jugular vein of cattle.

2 / 15

Environment - There is exposure to inclement weather, foul odours and filth when collecting blood samples and when inspecting garbage-feeding establishments.

2 / 15

Hazards - There is exposure to brucellosis and to being kicked, crushed or gored by cows when collecting blood samples. There is also exposure to rabies when decapitating or removing the brains of rabid animals.

C1 / 17

Supervision

The work requires supervising a subordinate inspector and several casual and part-time employees (two person-years). Supervisory duties include assigning tasks, instructing in work methods and reporting on work performed.

B2 / 25

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 8

Level: 2

Descriptive Title: Inspector, Fish and Fish Products,
Lunenburg, N.S.

Point Rating: 312

Summary

Under the general supervision of a senior inspector, inspects and reports on fresh and processed fish at processing plants in Lunenburg, N.S.; inspects cured fish; monitors sanitation practices at fish plants; collects information on fishing and related activities; provides information to personnel of fish plants; and performs related duties.

Duties

% of Time

Inspects and reports on fresh and frozen, salted, pickled, smoked, vinegar-cured and pre-cooked fish, fresh and frozen shellfish, and cured fish products in fish plants located in Lunenburg, N.S., to determine suitability as human food and to ensure that fish products meet departmental regulations by:

40

- examining landed fish and fish being processed to determine *whether* significant deterioration has occurred;
- filleting, cutting and slicing fish and fish products to permit visual examination of tissues and viscera to determine the presence of parasites and quality;
- candling fish to detect the presence of parasites; and
- weighing fish before and after cooking to determine the percentage of breading and batter and to ensure that departmental requirements are being observed.

Inspects salted, pickled and smoked fish products to verify grades assigned and to ensure that only fish products that meet departmental grades and standards are packed for export by:

25

- selecting representative samples of products;
- examining items in the samples to detect defects, to assess visual appearance, and to check texture and odour;
- empirically checking the moisture content of items in the samples to verify the accuracy of the assigned moisture content;
- checking moisture content with a moisture tester in doubtful cases;
- checking salt brine concentration, using a salinometer;
- relating the results of examination and analysis to established grades; and
- applying appropriate grade stamps to containers.

Monitors the operations of fish plants in the Lunenburg area to ensure that the plant, equipment, product containers, and work procedures are in accordance with departmental regulations by:

10

- visiting registered plants;
- collecting water samples and representative end-of-line samples for bacteriological analysis by the fish inspection laboratory;
- measuring the free chlorine residual in plant water supplies, using a chlorine test kit;
- checking temperatures of products and operating equipment;
- observing the personal habits and dress of plant employees to ensure that established sanitary practices are followed;

- checking containers in which fish and fish products are packed, to ensure that they are sound and clean, that they comply with appropriate specifications, and that labelling meets departmental requirements;
- checking on plant cleaning and sanitary practices to ensure that acceptable standards are met; and
- initiating action to correct situations or practices not in accordance with requirements, including detaining products in stock pending laboratory examination.

Collects information relative to fish landings, such as quality and price per pound of landed fish and size of fishing fleet serving the processing plant, for inclusion in weekly and monthly reports by obtaining and tabulating data from plant records, plant employees and fishermen. 5

Provides information to plant personnel to enable them to understand and meet departmental requirements by: 10

- explaining departmental regulations and directives and laboratory findings;
- demonstrating to plant employees and supervisors correct sanitary procedures to be followed; and
- instructing plant employees on grading of different fish species and fish products.

Performs related duties such as scheduling plant inspections, suggesting to plant personnel acceptable ways for dispensing of products unfit for human consumption, following up the correction of situations or practices not in accordance with requirements, writing annual reports on plant construction and equipment and recommending renewal of registration certificates, issuing certificates of quality for fish and fish products, providing information to foreign visitors, overseeing the work of craftsmen and labourers employed on a casual basis in the construction of the department's exhibit at the annual Lunenburg Exhibition, maintaining effective working relations with employees of fish plants and with fishermen, completing monthly report forms, travelling on fishing vessels, and instructing newly appointed inspectors in work methods and procedures. 10

Degree/
Points

Specifications

Skill and Knowledge

The work requires the ability to identify commercial fish species that are found in the waters of the North Atlantic; evaluate fish quality; use equipment such as scales, moisture testers, salinometers, thermometers and chlorine residual kits; relate inspections and analyses to grade standards; complete inspection reports and write reports on plant operations; and deal with fishermen and plant proprietors and supervisors. The work requires a good knowledge of grade standards and inspection procedures, fish processing methods used in the Maritime Region, sanitary procedures applicable to fish handling, and the spoilage pattern of a variety of fish and fish products. It also requires a good knowledge of inspection regulations covering plant sanitation and the handling and storage of fish and fish products. This skill and knowledge is normally acquired by formal or private study at the secondary school completion level, study of directives and designated publications, in-service and on-the-job training, and experience in the fishing industry.

2 / 94

8.3

Degree/
Points

Inspection Responsibility

The work requires monitoring fish handling and processing operations and sanitary conditions and practices in a number of fish plants. This includes scheduling plant inspections to reflect the receipt of fish catches and processing schedules in the plants, taking immediate action to correct handling and processing practices and sanitary conditions that jeopardize the quality of products, detaining products in transit when label markings do not conform to requirements, approving or suggesting alternatives to proposals of plant personnel regarding the final disposition of products unfit for human consumption, and assessing and certifying the quality of products. The work also requires completing written reports on plant construction and equipment and proposing the renewal of plant registration certificates. The work is subject to periodic checks and to laboratory analysis of samples of fish examined by the inspector. The activities affect fish processing practices and the maintenance of sanitary conditions in the plants inspected, the market value of fish and fish products inspected, and the operation of a departmental vehicle. General supervision and direction is provided by a supervisor at the junior technical level located in the same community. An error in inspecting fish and fish products could result in unwarranted loss or gain to fishermen and processors, additional expense to processors, the shipping of unwholesome or improperly processed products from the plants inspected, and complaints to the supervisor.

B1 / 105

Responsibility for Contacts

The work requires contacts with fishermen to obtain information about fish landings and quality, and with supervisors and proprietors of processing plants to explain inspection requirements and to provide information on implementing sanitary operating practices.

A2 / 35

Conditions of Work

Physical Effort - The work requires a significant amount of walking and standing when inspecting and grading fish and fish products and when monitoring plant operations. It also requires lifting and moving heavy boxes and containers when inspecting fish.

2 / 15

Concentration - Close visual and other sensory attention is required when inspecting fish products. Visual attention is also required when inspecting processing plants. The pace of inspection and grading activities is controlled by the worker.

2 / 15

Environment - There is exposure to foul odours and to wet and cold during inspection of fish and fish products. On occasion, the work requires wearing protective clothing.

2 / 15

Hazards - There is exposure to falls on wharves and in processing plants owing to slippery footing, cuts resulting from filleting and slicing fish and fish products, and injuries from moving heavy boxes during inspections.

B2 / 18

Supervision

There is an occasional requirement to demonstrate grading techniques and inspection methods to newly appointed inspectors.

A1 / 15

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 9

Level: 1

Descriptive Title: Inspector, Fruit and Vegetables

Point Rating: 222

Summary

Under the supervision of a supervisor, inspects and reports on apples, potatoes and rutabagas at Carleton, P.E.I.; inspects and reports on produce container markings and transport equipment; completes and issues inspection and grade documents; and performs related duties.

Duties

% of Time

Inspects and reports on apples, potatoes and rutabagas to verify the accuracy of grades assigned, in accordance with regulations, established methods, and grade standards by:

65

- determining prevailing temperatures to ensure that inspection is feasible;
- requesting shippers or their supervisory personnel to have produce lots made accessible;
- drawing representative samples of the produce;
- visually examining individual items of the sample to determine maturity, presence of disease, insect infestation, nature and extent of physical damage, size and colour, using instruments such as pocket knife, callipers, colour comparator and pressure tester;
- segregating, classifying and weighing the defective specimens found in the sample;
- calculating the percentage of the various types of defects found in the sample; and
- comparing accumulated observations and calculations to established grade standards.

Inspects and reports on produce containers, container markings and transport equipment to ensure compliance with regulations set forth in departmental directives and relevant sections of the Agricultural Products Standards Act and the Fresh Fruit and Vegetables Regulations by:

10

- weighing to confirm the indicated net weight of packages;
- checking the identifying information on containers from representative samples of products; and
- checking the temperature of produce lots, the cleanliness of transport equipment, and the operation of transport heating and refrigeration equipment to ensure that conditions permit shipping the produce.

Completes and issues inspection and grade documents by:

5

- recording on inspection report forms information such as the condition of produce packages, sizes of items in samples, prevailing temperatures, and the cleanliness of transport equipment;
- typing the grade designation and other information on serially numbered grade certificates;
- assembling the grade certificate and inspection report forms; and
- forwarding copies of the documents to the district office and to produce owners.

Performs related duties such as monitoring the handling and loading of produce to ensure that the grade is not adversely affected; detaining produce lots failing to meet requirements; releasing produce from detention when corrective measures have been completed; assessing, collecting and accounting for grading fees; gathering information from

20

% of Time

producers regarding crop production, storage holdings, anticipated harvest dates, yields and prices and reporting this information to the supervisor; checking that produce inspected is owned by licensed dealers; and completing weekly and monthly work summaries.

Degree/
Points

Specifications

Skill and Knowledge

The work requires the ability to identify factors affecting the quality and grade of apples, potatoes and rutabagas; use equipment and instruments such as a pressure tester, models, colour comparator, thermometer, hand weighing scale, knife and callipers; deal with growers, employees, and warehouse foremen; and complete inspection documents. The work also requires a good knowledge of the regulations, grade standards, handling methods, and inspection methods and procedures related to the produce, containers, markings and transport equipment inspected. This skill and knowledge is normally acquired through formal or private study at the secondary school completion level, in-service and on-the-job training, and experience in the growing or handling of fruit and vegetables.

1 / 60

Inspection Responsibility

The work requires verifying the grade of apples, potatoes and rutabagas in accordance with established grade standards and methods, and checking produce container and container markings, produce handling practices and the condition of transport equipment in accordance with established regulations and practices. Grades assigned to produce and the accuracy of grade certificates and inspection documents are subject to frequent spot checks. Unusual inspection problems are referred to the supervisor for instructions. Supervision is provided by an inspector at the junior technical level located at the shipping point. The activities affect the grades assigned to shipments of apples, potatoes and rutabagas and the detention and release from detention of such produce. An error in inspecting produce could result in the assignment of incorrect grades, the unwarranted detention of produce, unwarranted financial loss or gain to producers and shippers, and complaints to the supervisor.

AI / 70

Responsibility for Contacts

The work requires contacts with departmental inspectors to exchange information concerning the identification of diseases and other conditions affecting produce, with truck drivers and warehouse foremen to comment on the handling of produce, and with growers to obtain and provide information concerning produce.

AI / 20

Conditions of Work

Physical Effort - The work requires climbing into and out of railway cars and trucks to gain access to produce, and standing and stooping when inspecting produce. It also requires lifting and carrying boxes or bags of produce when drawing representative samples.

2 / 15

Concentration - Close visual attention is required when detecting and assessing grade factors for apples, potatoes and rutabagas. The worker controls the pace at which individual items are examined, but not the total amount of produce to be inspected.

2 / 15

9.3

	Degree/ Points
Environment - There is exposure to dust and dirt when inspecting. There is also exposure to inclement weather when walking between buildings and transport vehicles.	2 / 15
Hazards - There is exposure to cuts when using a pocket knife to determine the extent of produce damage or disease. There is also exposure to slips and falls when climbing into and out of railway cars and trucks.	A2 / 12
Supervision	
There is an occasional requirement to demonstrate grades and grade determining factors.	A1 / 15

10.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 10

Level: 2

Descriptive Title: Inspector, General Services

Point Rating: 333

Summary

Under the general supervision of a unit supervisor, inspects and reports on dairy and poultry products, meat, fresh fruit and vegetables, and manufactured food products at retail establishments; inspects and reports on fruit and vegetables, dairy and poultry products at production and wholesale establishments; gathers information at retail stores; and performs related duties.

Duties

% of Time

Inspects and reports on dairy and poultry products, meat, fresh fruits and vegetables, and manufactured food products at retail stores in a designated area of Toronto to ensure compliance with regulations for packaging and container markings and to verify product quality in relation to the grade marked, in accordance with the regulations under numerous federal and provincial statutes by:

70

- visually examining the internal and external characteristics of a sample of shell eggs with a candling lamp to confirm or reject the grade-marked;
- visually examining the flesh, fat conformation, dressing and condition of a sample of poultry carcasses located in both display units and freezers to confirm or reject the grade marked;
- determining the flavour score and the moisture and salt incorporation of samples of butter, to confirm or reject the grade marked;
- visually examining samples of fresh fruit and vegetables to determine maturity, internal and external characteristics, and defects and to confirm or reject the grade marked;
- examining samples of honey to determine colour class, presence of foreign material, turbidity and foam and to detect fermentation;
- examining samples of frozen products for evidence of desiccation, thawing and refreezing;
- checking the operating temperatures of cooler and freezer display units;
- checking beef carcasses located in coolers, to ensure that the grade stamp and ribbon brand correspond;
- purchasing and submitting representative samples of manufactured food products for laboratory analysis of composition and grade; and
- checking produce container markings and weighing produce samples by hand to ensure conformance with marking requirements and standard or declared net weights.

Inspects and reports on fruits and vegetables, poultry and dairy products at production and wholesale establishments in Toronto and other areas during peak workload periods of the commodity divisions concerned, to ensure sanitary conditions and compliance with regulations for packaging and container markings and to verify product quality in relation to the grade marked by:

10

- checking equipment operations, handling methods and maintenance practices for sanitary conditions;
- drawing representative samples of produce and examining samples to confirm or reject the grade marked;

% of Time

- collecting, packing and shipping samples of food products to a laboratory for analysis of composition; and
- checking containers and container markings for compliance with regulations.

Gathers information at retail stores pertaining to matters such as the adequacy and efficiency of refrigeration equipment and the effectiveness of product promotion campaigns by completing data sheets showing information such as the type and operating temperatures of refrigeration equipment and the prices, quantities and container sizes of products on display.

5

Performs related duties such as requesting supervisory personnel at establishments inspected to correct situations or practices resulting in unsanitary conditions, product spoilage or product detention; detaining products not conforming to requirements; releasing products from detention when corrective measures have been carried out; explaining the application of regulations and grade standards and new and improved merchandising procedures to retail store proprietors; discussing with store proprietors and managers the participation of the store in product promotion campaigns; collecting and submitting information in support of proposals made to the unit supervisor regarding issuing warning letters in cases of serious infractions; investigating complaints from consumers; inspecting apple orchards for apple maggot infestation; inspecting seed, fertilizers and pest control products and field crops; issuing grade certificates and collecting and accounting for inspection fees; completing inspection report forms; drawing up own inspection itinerary; instructing newly appointed employees in inspection methods and procedures; and performing the above duties in areas other than Toronto.

15

Specifications

Degree/
Points

Skill and Knowledge

The work requires the ability to recognize and identify characteristics affecting the grade of eggs, cheeses, poultry carcasses and numerous kinds of fresh fruits and vegetables, to determine grade factors for butter, dexterously handle shell eggs, draw representative samples of products, use instruments such as a candling lamp, thermometer and hand scale; deal with store managers, proprietors and supervisors, and complete routine inspection and special survey report forms. The work requires familiarity with retail merchandising methods and a good knowledge of the relevant federal and provincial regulations, grade standards and inspection methods and procedures related to the approximately 40 products in five dissimilar commodity groups usually inspected at retail food stores and at production and wholesale establishments. This skill and knowledge is normally acquired through formal or private study at the secondary school completion level, study of directives and designated publications, and in-service and on-the-job training.

3 / 128

Inspection Responsibility

The work requires collecting representative samples of products, confirming or rejecting the product grade marked, checking product containers for prescribed weight, checking container markings for conformance with regulations, checking the sanitary condition of production establishments, and detaining products failing to meet requirements, in accordance with regulations and established inspection methods and procedures. It requires drawing up own inspection itinerary to ensure adequate coverage of all establishments in

B1 / 105

Degree/
Points

a designated area and taking action to correct situations or practices resulting in unsanitary conditions or the spoilage or detention of products. It also requires evaluating at least four grade determinants for each of 40 products and confirming or rejecting the grades assigned to a variety of agricultural products, including shell eggs, cheese, butter, poultry carcasses and fresh fruits and vegetables, in accordance with established practices and criteria. Unresolved problems concerning the detention of large quantities of products and the correction of unsanitary practices or conditions that could significantly disrupt the operations of local business establishments are referred to the supervisor for guidance. Consistency and accuracy in applying grade standards and the quality of retail inspections are subject to periodic checks by the supervisor. Reports covering work performance and corrective measures taken are checked by both the unit supervisor and supervisors of other commodity divisions concerned. General supervision is provided by a supervisor at the professional level located in Toronto. The activities affect the sale of products and operating practices at retail stores and production and wholesale establishments in a designated area in Toronto. An error in inspecting produce and other products could result in the improper use of grades, unwarranted detention of produce and products, unwarranted financial loss to commercial establishments, and complaints to the supervisor.

Responsibility for Contacts

The work requires contacts with consumers to obtain information concerning complaints about produce quality, and with retail store managers and business proprietors to discuss inspections being made, the correction of situations or practices resulting in the detention or deterioration of products, and the participation of retail food stores in product promotion campaigns.

A2 / 35

Conditions of Work

Physical Effort - The work requires walking and standing when carrying out inspections. There is also an occasional requirement to lift bags of potatoes and boxes of fruit and vegetable produce and poultry carcasses.

2 / 15

Concentration - Close visual attention is required when checking grade factors for shell eggs, fruits, vegetables and poultry carcasses. Close visual and other sensory attention is required when checking butter for grade factors. The worker controls the pace at which individual items are examined.

2 / 15

Environment - There is a daily requirement to work intermittently in coolers and freezers. There is also some exposure to dust and dirt when checking the grade of vegetables.

2 / 15

Hazards - There is exposure to strains when lifting loaded produce containers, and to cuts when using a pocket knife to check grade factors.

A1 / 5

Supervision

There is an occasional requirement to demonstrate inspection methods to newly appointed employees.

A1 / 15

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 11

Level: 3

Descriptive Title: Inspector, Plant Products,
New Liskeard

Point Rating: 375

Summary

Under the general supervision of the sub-district supervisor, Ottawa, inspects and reports on livestock and poultry feeds, seeds, fertilizers and pest control products at distribution and small production establishments and at farms in the New Liskeard, Ont., inspection area; examines standing crops for pedigreed status; grades forage and cereal crop seeds and hay; maintains effective relations with local groups of producers, distributors and farmers; and performs related duties.

Duties

% of Time

Inspects and reports on livestock and poultry feeds, seeds subject to standards, fertilizers and pest control products at distribution and small production establishments and at farms located in the New Liskeard, Ont., inspection area to ensure proper product registration, labelling, ingredient guarantees and seed grade, in accordance with the regulations under the Fertilizers Act, the Pest Control Products Act, the Seeds Act, the Feeds Act, and the Inspection and Sale Act by:

35

- visiting production, wholesale and retail establishments and farms to locate products subject to inspection;
- reviewing documents and affidavits to identify seed lots;
- checking production practices to detect changes that could affect the composition and ingredient guarantees of fertilizers and feeds;
- checking seed-cleaning equipment to ensure its suitability for the class or type of seed being cleaned;
- checking product containers, labels and ingredient listings to ensure that label specifications, technical data, registration, statements of product use and precautions conform to requirements, and that graded seed is correctly identified;
- taking samples of feeds, seeds, fertilizers and pest control products, using instruments such as triers, probes and syringes;
- making out requisitions specifying the analyses required on samples and forwarding samples to a laboratory for analysis; and
- reviewing laboratory analyses of product content to determine whether products conform to guarantees of composition and ingredient levels.

Examines standing crops planted in the inspection area for the production of pedigreed seed to determine genetic purity, isolation from potentially contaminating open and self-pollinated crops, extent of plant diseases and damage to the crop, and the kind and extent of weeds and other objectionable plants found within the standing crop, in accordance with the regulations and procedures governing the production of pedigreed seed by:

20

- making a preliminary assessment of isolation, general purity and the possibility of removing objectionable plants, to determine whether the crop meets the basic requirements for inspection;
- obtaining from the producer and by observation information concerning the history of the rotation of the seed crop field and adjoining fields;

- checking seed tags or certificates to verify the name, type and status of seed planted;
- measuring the width of isolation strips and checking for and identifying the plants that could genetically contaminate the crop;
- selecting sampling sites and, within each site, making a visual examination and count of plants that differ from the official description of the seed plant characteristics of the named variety, and of the kinds of weeds or other objectionable plants present;
- classifying weeds and plants to common name, using a hand lens to distinguish botanical characteristics and taxonomic guides to determine the name;
- visually checking the standing crop to assess uniformity of growth, maturity, general appearance and the presence of weeds and plant diseases; and
- estimating rate of seeding and potential yield in pounds or bushels.

Grades a limited number of kinds of indigenous forage and cereal crop seeds and imported hay in accordance with the regulations under the Seeds Act and the Hay and Straw Inspection Act by:

20

- collecting samples;
- visually examining seed samples for mechanical, frost and heating injury, colour, size, immaturity, disease, sprouting, inert material, in mixtures, and mustiness;
- visually examining samples of hay for colour, leafiness, staining mould, mildew, extent of curing, maturity, and damage resulting from weathering, frost or heating;
- hand sorting hay samples to determine ratios of acceptable feed plants, presence of unsuitable feed plants and other materials injurious to livestock;
- packaging and forwarding seed samples to a laboratory for analysis of germination and varietal purity;
- correlating observations and plant counts with hay grade schedules and determining the grade; and
- correlating seed sample observations and laboratory test results with seed grade schedules and determining the grade.

Maintains effective relations with local groups of producers and farmers to facilitate inspection and grading activities by:

10

- attending local meetings of seed growers, co-operative societies and farmers' organizations;
- explaining the registration and certification requirements and the practices of the Plant Products Division;
- providing information to members of the seed trade on such matters as the types of equipment best suited for cleaning seeds and the methods for handling seeds to prevent loss of identity; and
- judging crops at local agricultural fairs.

Performs related duties such as completing inspection report forms, completing and issuing seed grade certificates, tagging and sealing seed containers, investigating infractions and public complaints and writing reports on actions taken or recommended, detaining products failing to meet requirements, releasing products from detention when corrective measures have been completed, providing information to owners of seed crops on the cultural practices that permit crop inspection, collecting information and writing reports on market conditions, discussing with the supervisor action required concerning the detention of large stocks of regulated commodities and other non-routine occurrences, drawing up own inspection itinerary, collecting and presenting evidence in court, and assessing, collecting and accounting for inspection fees.

15

Degree/
Points

Specifications

Skill and Knowledge

The work requires the ability to identify weeds and plants that may either contaminate seed crops or prevent inspection; select representative sampling sites in standing crops; identify the characteristics affecting the six to eight grade determinants and six to seven grades of approximately ten kinds of imported hay and 20 kinds of indigenous forage and cereal crop seeds; use sampling triers, probes and syringes; write letters and reports; address meetings; investigate infractions of regulations; and deal with members of the seed trade and supervisory personnel at commercial establishments. The work requires a knowledge of plant taxonomy sufficient to identify the family, genus and species of the weeds, plants and seeds usually encountered and a practical knowledge of field husbandry and seed cleaning methods. It also requires a good knowledge of regulations and inspection methods and procedures. This skill and knowledge is normally acquired through formal or private study at the secondary school completion level, study of directives and designated publications, in-service and on-the-job training, and experience as a plant products inspector.

3 / 128

Inspection Responsibility

The work requires collecting representative samples of products and specifying required laboratory analyses, checking product containers and container markings, and detaining products failing to meet requirements, in accordance with regulations and established inspection methods and procedures. It requires evaluating from six to eight grade determinants and assigning one of six or seven grades to a limited number of kinds of indigenous hay and forage crop seeds in accordance with established practices and grade schedules. It also requires drawing up own inspection and grading itineraries, selecting samples of seed crops to permit adequate examination, and informing growers of seed cultural practices that will permit inspection. Unresolved problems concerning the possible detention of large quantities of products or important products are referred to the supervisor for guidance. The application of grade standards and regulations is subject to periodic checks by the supervisor. The activities affect the sale and distribution of inspected products, the methods used by seed cleaning operators and seed growers, and the market value of forage crop seeds and imported hay in the New Liskeard inspection area. The activities also affect the relations between local proprietors, producers and farmers and the sub-district supervisor. General supervision is provided by a sub district supervisor at the professional level located in Ottawa. An error in carrying out inspections could result in submission of incorrect information to a pedigreeing authority, assignment of incorrect grades to hay and forage crop seeds in the sub-district, unwarranted financial loss or gain to local producers and farmers, and embarrassment to the sub-district supervisor.

B2 / 141

Responsibility for Contacts

The work requires contacts with members of the general public to obtain information concerning complaints about products; with producers and growers to schedule inspections and explain inspection requirements and alternative cultural practices that permit the inspection of seed crops; and with proprietors and supervisory personnel of feed-producing establishments to obtain information and explain regulations and requirements concerning the production of feeds that do not conform to composition and ingredient guarantees.

A2 / 35

	Degree/ Points
Conditions of Work	
Physical Effort - The work requires walking or standing when inspecting or grading. The work occasionally requires kneeling and stooping and moving objects such as loaded bags of feed and containers of fertilizer, seeds and pesticides, but help from others is usually available.	2 / 15
Concentration - The work requires a high level of sustained attention when examining plants and seeds and when making counts of sample composition. Although these tasks comprise a significant portion of the duties of the position, the worker schedules own activities and controls the pace of the work.	2 / 15
Environment - There is exposure to inclement weather, dirt and wet when inspecting field crops and to dust when working in storage areas.	2 / 15
Hazards - There is exposure to toxic chemicals when taking samples of pest control products. The wearing of protective clothing such as goggles and gloves limits the possibility and extent of injury.	B1 / 11
Supervision	
There is an occasional requirement to demonstrate inspection methods and grading techniques to newly appointed employees.	A1 / 15

12.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 12

Level: 2

Descriptive Title: Inspector, Plant Protection

Point Rating: 340

Summary

Under the general supervision of the sub-centre supervisor, Grand Falls, N.B., inspects and reports on field crops of seed potatoes and seed potato production and cultural practices at several stages of the cultivation cycle; inspects seed potato storage bins, warehouses, machinery, carriers, and equipment; examines samples of seed potatoes and potato plants in a laboratory and a greenhouse; provides information to seed potato growers and other members of the trade; and performs related duties.

Duties

% of Time

Inspects and reports on fields of seed potatoes and potato cultural and production practices in the Grand Falls area of New Brunswick at several stages of the production cycle to determine the phytosanitary status of the crops, in accordance with regulations under the Destructive Insect and Pest Act, and to determine and report on expected crop yields by: 35

- checking growers' applications for inspection to verify the origin, history, class and variety of the seed potato stock, and the phytosanitary eligibility of the land, buildings and equipment;
- obtaining from the grower and by observation information concerning the history of the fields and the rotation of the crop fields and adjoining fields;
- checking seed tags to verify the class, variety and quantity of seed planted;
- making a preliminary assessment of isolation, varietal purity, vigour, cultural methods and general phytosanitary status to determine whether standing crops meet basic requirements for inspection;
- estimating the number and pattern of inspection grids needed to obtain sampling area representative of the standing crop;
- visually examining plants and soil in the inspection grids to determine the presence and extent of bacterial, fungus and virus diseases, insect and nematode infestations, disease vectors, and foreign and off-type plants;
- checking growers' farm production equipment and seed storage bins to ensure that they have been properly disinfected following suspected exposure to contaminated crops, land or seed;
- comparing recorded observations to established field plant standards for five classes of health-approved potato seed;
- visually examining seed at time of harvest for evidence of bacterial, fungus and virus diseases, insect infestations, and varietal purity, and comparing observations to established potato seed standards; and
- visually estimating crop yields by class and variety.

Inspects seed potatoes in storage bins, warehouses and grading sheds following storage, to determine the phytosanitary status and to verify the grade assigned by: 30

- collecting representative samples of the ungraded, graded and culled seed potatoes;
- visually examining individual items in the samples for evidence of bacterial, fungus, and virus diseases, insect infestations, maturity, off-types, foreign varieties, frost damage, size and other factors affecting phytosanitary certification and grade and to ensure that different varieties, and seed lots within a variety, have been kept separate and are correctly identified;

12.1

% of Time

- checking containers, bins, and handling equipment for sources of contamination; and
- detaining potatoes to allow suspected latent diseases to develop or to permit re-grading.

Examines seed potatoes and potato plants in a laboratory and in a greenhouse to determine and record phytosanitary status and to provide information used for seed improvement by: 10

- selecting representative seed samples collected from standing crops and storage bins during inspections for disease testing and virus and genetic indexing;
- numbering and coding items in the samples;
- making microscopic smears using a staining process, and checking slides for bacterial ring rot, using a microscope;
- removing potato eyes from selected seed samples for reproduction in a greenhouse; and
- recording symptoms of virus and other diseases and of genetic abnormalities.

Provides information obtained from departmental publications and the supervisor to growers, a corporate farm manager, and other members of the trade to facilitate the production of health approved seed potatoes by explaining inspection requirements, cultural practices, rogueing practices, pest and disease control methods, the indications of plant and seed diseases, disinfections procedures for storage and machinery to prevent the spread of bacterial ring rot and soil-borne diseases, and providing information on the available sources of health approved seed. 15

Performs related duties such as establishing own work schedules; contacting supervisory personnel at warehouses and shipping companies to arrange inspections and to explain shipping requirements; collecting soil samples for use in the division's nematode survey; inspecting seed potatoes at ports of export to confirm indicated phytosanitary status and conformance with the phytosanitary requirements of the importing country; maintaining records of shipments and the results of field, potato seed and laboratory inspections; completing and issuing tags certifying that seed potatoes meet all phytosanitary standards; investigating the improper or illegal use of Health Approved seed tags; completing weekly reports and work summaries; explaining the enforcement of regulations to provincial agrologists; and supplying information to departmental research employees regarding insect and disease problems; selecting plant and seed specimens for cultivation in test and disease demonstration plots; selecting representative seed samples for foreign agencies or buyers; attending growers' meetings to answer questions concerning inspections in the area; and instructing newly appointed inspectors on work methods and procedures. 10

Specifications Degree/
Points

Skill and Knowledge

The work requires the ability to appraise the general phytosanitary status and varietal purity of standing crops of seed potatoes and to select representative sampling grids; recognize minute insects, insect injury, and indications of fungus, bacterial and virus disease in potato plants and seed potatoes; recognize foreign and off-type plant and seed potato varieties, and plant disease vectors; estimate expected crop yields; make microscopic slides, using sectioning, fixing, and staining procedures; use compound and stereoscopic microscopes, and other instruments such as scales calipers, thermometers and soil probes; recognize physiological defects in potato plants and potato seed; complete inspection reports; collect disease and insect samples; and deal with growers, buyers, dealers 3 / 128

Degree/
Points

and supervisory personnel at shipping and packing establishments. It also requires the ability to correlate and relate the factors that have been observed, identified and assessed at several inspection stages and under varying conditions of plant maturity, pest development, soil weather, and production and storage practices. The work requires a good knowledge of inspection methods and procedures, seed potato cultural and production practices, the varietal characteristics of 22 varieties of potato plants and seed potatoes; the phytosanitary standards for five classes of seed potatoes; the indications of over 30 potato diseases, and the identifying characteristics of approximately 30 species of insects and other potato plant pests at various stages in the life cycle of the plant and pests; the chemicals and methods used to disinfect storage space, equipment and farm machinery, and to control pests and diseases in standing seed potato crops; and the regulations governing seed potato certification and export. This skill and knowledge is normally acquired through formal or private study at the secondary school completion level, study of directives and designated publications, in-service training and on-the-job experience.

Inspection Responsibility

The work requires inspecting standing crops of seed potatoes at several stages of the production cycle and harvested seed potatoes in the field, storage bins, grading sheds and railway cars, in accordance with regulations and established methods and procedures. It also requires drawing up own inspection itinerary, appraising and reporting on the phytosanitary status of standing seed crops, providing departmental information to growers on cultural and storage practices and pest and disease control measures that will contribute to the certification of seed crops, and reporting to the supervisor whether disease and other readings at each stage of inspection fall within established standards and certifying that seed potatoes meet phytosanitary standards. Unusual problems concerning the suspected contamination of large stocks or questionable disease indications are referred to the supervisor for guidance. Work reports are reviewed by the supervisor, and the quantity and quality of work performed are subject to periodic checks. The activities affect the production, certification and market value of seed potatoes in part of a major production area. General supervision is provided by a supervisor at the junior technical level located in Grand Falls, N.B. An error in inspecting field crops and harvested seed potatoes could result in improper certification or the unwarranted rejection of certification. An error in detecting and eliminating potential or existing sources of plant diseases could result in the contamination of seed potatoes, their progeny, and the soil on farms in the area inspected.

B1 / 105

Responsibility for Contacts

The work requires contacts with shippers, dealers, brokers and buyers to arrange for inspections, explain inspection requirements and decisions and provide information on available sources of seed; with local provincial agrologists to provide information related to the enforcement of allied regulations; and with growers and the manager of a corporate farm to provide information concerning the results of inspections, measures needed to correct situations or practices not conforming to requirements, and cultural practices that will facilitate the certification of crops.

A2 / 35

	Degree/ Points
Conditions of Work	
Physical Effort - The work requires walking in wet, densely foliated fields. It also requires lifting bags or crates of potatoes and climbing vertical ladders in storage bins.	2 / 15
Concentration - Close and sustained visual attention is required when examining potato plants and potatoes for disease symptoms and minute insects, when staining microscopic slides, and when examining slides under a microscope. The worker controls the pace of these activities.	2 / 15
Environment - There is exposure to inclement weather, wet field conditions, and dust and draughts in warehouses. There is also a requirement to wear rubber hip-boots.	2 / 15
Hazards - The work requires contact with chemicals used for foliage sprays that may result in skin irritations or allergies. There is also exposure to strains resulting from lifting bags or crates of potatoes, abrasions resulting from falls from ladders, and injury from lift trucks working in confined areas and under conditions of poor visibility.	A2 / 12
Supervision	
There is an occasional requirement to instruct newly appointed employees in work methods and procedures.	A1 / 15

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 14

Level: 5

Descriptive Title: Meat Inspection Supervisor

Point Rating: 553

Summary

Under the direction of the veterinarian in charge, controls the inspection of operating practices and sanitary conditions at a large slaughtering and meat processing plant; supervises an inspection staff; maintains liaison with plant management and supervisory personnel; and performs related duties.

Duties

% of Time

Controls the inspection of plant operating practices and sanitary conditions, including the slaughtering of livestock, the preparation and processing of meat products, and the receiving, storing and shipping of meat products at a large slaughtering and meat processing plant in Toronto, Ont., to ensure sanitary conditions and practices, humane slaughtering of livestock, wholesomeness of meat products, and adherence to regulations governing packaging and container markings, in accordance with regulations under the Meat Inspection Act, the Humane Slaughter of Food Animals Act, the Animal Contagious Diseases Act, and the Food and Drugs Act by:

20

- monitoring plant inspection practices and reporting unusual problems to the plant veterinarian;
- investigating procedural and operating problems and proposing solutions;
- assigning staff to shifts and work sites;
- allocating inspectors to subordinate supervisors;
- adjusting work schedules to meet conditions in the plant; and
- checking inspection reports for accuracy.

Supervises a staff of 27 engaged in conducting primary post-mortem examinations, inspecting plant operating practices and sanitary conditions, extracting blood samples and disinfecting livestock-handling equipment, to ensure the efficient use and effective development of staff by:

60

- providing advice and guidance to subordinate supervisors concerning the application of regulations in particular circumstances;
- reviewing work methods and practices with supervisors;
- monitoring the conduct of primary post-mortem examinations;
- evaluating work performance and discussing appraisals made by supervisors with the veterinarian in charge;
- identifying staff training needs;
- conducting training sessions;
- instructing in primary post-mortem techniques, plant inspection methods and departmental regulations;
- explaining and demonstrating the operation of new plant equipment and associated inspection requirements;
- investigating and resolving staff grievances;
- discussing work performance with inspectors and suggesting areas for improvement;
- proposing action regarding promotions, breaches of discipline and the number of inspectors required; and
- serving on selection and promotion boards.

	% of Time
Maintains effective relations with senior supervisory personnel in the plant to facilitate inspection activities and promote compliance with regulations by: <ul style="list-style-type: none">- investigating complaints against the inspection staff and promptly correcting the causes of such complaints;- explaining inspection regulations and requirements;- discussing with plant supervisors the nature of minor infractions and alternative corrective measures; and- explaining the results of investigations into procedural and operating problems and proposed solutions.	10
Performs related duties such as reporting to the veterinarian in charge on current staffing and inspection practices; proposing modifications in inspection methods and procedures to resolve plant inspection problems; writing a variety of comprehensive reports, including annual reports on plant operating and maintenance conditions and practices; and discussing the operation of new plant equipment with representatives of suppliers.	10
Specifications	Degree/ Points
Skill and Knowledge	
The work requires the ability to schedule and monitor inspection activities, supervise an inspection staff through subordinate supervisors, deal with senior supervisory personnel, conduct local training sessions and instruct staff in the techniques of primary post-mortem examinations and plant inspection methods and procedures, write reports, and recognize the symptoms of a wide variety of animal diseases, parasites and infections that affect the carcass, viscera and other portions of slaughtered livestock. The work requires a very good knowledge of meat and meat processing plant inspection activities, primary post-mortem techniques, methods and ingredients used to prepare and process meat products, export regulations as they affect plant operating methods and inspection requirements, causes and sources of product spoilage or contamination, and the regulations under the Meat Inspection Act, the Humane Slaughter of Food Animals Act, Animal Contagious Diseases Act, and relevant sections of the Food and Drugs Act. This skill and knowledge is normally acquired through formal or private study at the secondary school completion level, study of directives and designated publications, in-service and on-the-job training, and experience as a meat inspector and as a supervisor.	4 / 162
Inspection Responsibility	
The work requires establishing inspection schedules and allocating inspection staff to subordinate supervisors, monitoring inspection activities, proposing changes in inspection methods and procedures to solve problems encountered, explaining inspection regulations to subordinates and to senior supervisory personnel in the plant, and promoting compliance with regulations. Problems such as unresolved differences regarding plant operating methods and sanitary conditions and practices are referred to and discussed with the veterinarian in charge. The activities affect the conduct of meat and meat processing inspection activities in a large integrated slaughtering and meat processing plant and the relations of the veterinarian in charge with plant management. The activities also affect plant operating practices and sanitary conditions and the employment and development of a staff of 27 junior supervisors and inspectors located in the plant. Direction is provided by a supervisor at the professional level located in the plant. An error in	C3 / 212

Degree/
Points

scheduling work, allocating staff and monitoring inspection activities and reports could result in incomplete inspections and the release of unwholesome or improperly processed products from the plant. An error in providing information and assistance could result in a breakdown of co-operative relations with plant supervisors and cause embarrassment to the plant veterinarian.

Responsibility for Contacts

The work requires contacts with equipment supply representatives to discuss the operation of new processing equipment; with supervisory staff in the plant to explain inspection requirements and decisions when these are queried; and with senior plant supervisors to correct infractions, investigate and resolve complaints against the inspection staff and decisions, promote compliance with regulations, and explain the results of investigations into operating problems and proposed solutions for overcoming those problems.

B2 / 60

Conditions of Work

Physical Effort - The work requires making several daily tours throughout a large, multi-story plant when monitoring the conduct of primary post-mortem examinations and plant inspection activities.

2 / 15

Concentration - Visual attention is required when checking inspection activities and when instructing in primary post-mortem techniques.

1 / 5

Environment - There is exposure to foul odours, humidity, wet, temperature fluctuations and unpleasant sights when monitoring inspection activities.

2 / 15

Hazards - There is exposure to cuts and infection from contagious diseases when instructing in post-mortem techniques. There is also exposure to slips and falls on slippery floors. The wearing of a hard hat limits the possibility of serious head injury resulting from falling objects.

B1 / 11

Supervision

The work requires the supervision of a staff of junior supervisors and inspectors (27 person-years). Supervisory duties include allocating work and assigning staff to shifts and work sites, providing advice and guidance to subordinate supervisors, reviewing work practices and reports, conducting training sessions, discussing employee appraisals with subordinate supervisors and the veterinarian in charge, and proposing action regarding promotions, breaches of discipline and the number of inspectors required.

C4 / 73

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 15

Level: 1

Descriptive Title: Grain Inspection Assistant,
Thunder Bay

Point Rating: 227

Reports to: Grain Inspector

Summary

Monitors the operation of grain sampling equipment, takes representative samples and performs preliminary inspection and analysis of grain samples; determines protein content of samples of red spring wheat; processes original inspection data manually and electronically; participates in a regularly scheduled departmental staff-training program; inspects equipment and grain carriers; performs other duties.

Duties

% of Time

Performs preliminary analysis and inspection on a variety of cereal grain, oilseed and pulse crop samples in accordance with established procedures and departmental directives in preparation for official inspection and grading by a grain inspector by: 35

- verifying the identity of samples and reducing these to the prescribed quantity;
- determining percentage of removable foreign material using precision mechanical and manual equipment to establish elevator cleaning requirements;
- determining moisture content, checking for odour, infestation, contamination and other conditions that may indicate deterioration of the grain; and
- determining test weights of the samples, the percentages of foreign material and other grains and the factors indicating deterioration.

Monitors the operation of automatic sampling apparatus and sample delivery systems and draws representative samples from lots of grain received at terminal elevators, during transfer for official audit, treatment or special cleaning and discharged from these elevators by: 35

- contacting elevator supervisors, ships officers and stevedores to determine location, identity and quantity of grain to be sampled and also the sampling service required;
- monitoring the operation of automatic sampling equipment to determine the effectiveness of the sampling process and observing grain during sampling for uniform quality and cleanliness and advising the grain inspector of any suspected deviations;
- using manual sampling devices such as grain probes and hand scoops to obtain representative samples when mechanical sampling devices are unavailable or inoperative; and
- maintaining clean sampling stations.

Determines protein content of red spring wheat for segregation into specified levels and for determination of payment to shippers by: 5

- checking operational efficiency of the Near Infra-red Reflectance Spectroscopy (NIRS) instruments and making minor adjustments using standard samples of known value and reporting all deviations to technician in charge;
- preparing for analysis a representative portion of each sample using an approved grinder and following specific procedures; and

% of Time

- recording protein and moisture results obtained using the LAIRS, calculating protein results to a 13.5% moisture basis and establishing the binning level based on current protein bands applicable by grade at that elevator.

Prepares and maintains original records of inspection data to be used in issuing official certificates of grade by: 10

- confirming the accuracy of sample identification;
- reviewing all grade and dockage information to ensure that it conforms to the specifications of the assigned grade; and
- processing the data manually and/or electronically to produce documentation which forms the basis of settlement.

Participates in regularly scheduled departmental staff-training programs by: 5

- studying and reviewing official publications and completing staff development questionnaires;
- studying grade standards and varieties to develop grading and identification abilities; and
- participating in annual grading and varietal identification examinations.

Inspects conveyances and equipment to determine efficiency and fitness to receive grain by: 5

- checking automatic sampling units for condition and proper number and location of sampling cups and by obtaining samples manually for comparison;
- checking sample transport systems for cleanliness, leaks or blockages;
- checking scales, moisture meters, Carter Dockage Testers and sieves for condition, accuracy and adjustment; and
- inspecting railcars, trucks, lake and ocean vessels for fitness to receive and transport grain.

Performs other duties such as preparing samples for dispatch to the central office or other inspection points and filing, retrieving and disposing of samples. 5

Degree/
Points

Specification

Skill and Knowledge

The work requires: 1 / 60

- the ability to identify factors affecting the quality, condition and grade of twenty-five (25) classes of grain, oilseeds and pulses;
- the ability to use a wide range of equipment such as scales, moisture meters, barley peelers, dockage testers, hand sieves, protein analysers, grinders and sampling equipment, etc;
- knowledge of terminal elevator operations and equipment used to receive, store and ship grain and the physical structure of conveyances such as railcars, lake and ocean vessels;
- knowledge of grading factors and determinants and their application;
- knowledge of the Canada Grain Act, Canada Grain Regulations and departmental procedures; and
- knowledge of cleaning procedures established for all types of grain.

Degree/
Points

Inspection Responsibility

The work requires:

AI / 70

- the verification of previously identified samples;
- identification of factors affecting quality and storage ability of grain and proper handling and processing of samples in accordance with regulations and procedures;
- checking validity of grading factors against the grade assigned to ensure proper documentation; and
- verifying from plans the location of specific holds, compartments, etc. of vessels and railcars to ensure correct loading of grain.

The work **is** subject to check at the terminal and central office level. Unusual situations are reported to inspectors or technicians for resolution. However errors causing serious financial loss to the industry can occur, particularly in relation to loading.

Responsibility for Contacts

The work requires the exchange of information with inspectors within the work group, with elevator supervisors on grain handling and with ships' officers concerning stowage and the requirements for loading.

AI / 20

Conditions of Work

Physical Effort - The work requires intermittent standing and walking, climbing and descending ladders and stairs, and lifting, carrying and dumping samples and sample bags up to 25 kilograms in weight.

2 / 15

Concentration - A moderate level of concentration is required in sample analysis to determine various factors and in checking information for documentation. Increased concentration is required when performing protein testing operations. The amount and the timing of the work to be performed is beyond the control of the employee.

2 / 15

Environment - There **is** exposure to dust and dirt, fumigants, noise and outside weather conditions when working in the elevator and on vessels.

2 / 15

Hazards - There **is** exposure to skin and respiratory irritations, to falls on slippery walking surfaces and to moving machinery when checking sampling facilities. There is also a constant threat of dust explosions causing fatalities within the terminal and the surrounding area, and also of bin and gallery fires.

CI / 17

Supervision

There is an occasional requirement to demonstrate procedures to new employees.

AI / 15

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 16

Level: 4

Descriptive Title: Grain Inspector in Charge,
Terminal Elevators

Point Rating: 504

Reports to: Supervisor: Terminal Operations, Thunder Bay

Summary

Organizes the government inspection activity at any one of fourteen (14) licensed terminal elevators as assigned on a daily basis and supervises the work of a varying number of employees assigned to the grain inspection activities at an elevator laboratory in order to maintain the correct level of grade of all receipts, shipments and internal transfers of all classes of grain as specified in the Canada Grain Act; interprets and enforces the Canada Grain Act and Regulations, particularly in relation to the special treatment, fumigation, drying and other processes necessary to the maintenance of grain quality and the proper storage and shipment facilities; performs other related duties.

Duties

% of Time

Organizes the sampling, inspection and grading activities of up to nine (9) inspectors and assistant inspectors (at whichever one of the fourteen (14) elevators is assigned on a daily basis), in compliance with statutes, regulations, manuals, directives and departmental policy, to ensure that efficient service is provided to the elevator companies in the transfer of grain within, and shipment from, the elevator by:

30

- continually reviewing workload priorities with elevator management in order to provide adequate and timely service in response to plant operations and ship movements, (and requesting any necessary transfer of staff between elevators); personally reviewing the correctness and consistency of grading levels to ensure that the quality of each grade is maintained, and by monitoring the protein testing procedures and reviewing the effectiveness of protein banding application;
- interpreting grading factors and providing guidance and instruction to subordinates on techniques and procedures;
- reviewing average samples of each grade of grain received and shipped from the elevator; and
- reporting to the District Inspector in Charge when grain stocks in a terminal elevator will not meet export standard specifications.

Completes all the necessary procedures and documentation required for issuance of official Canadian Grain Commission certification by the District Inspector for all elevator shipments of all classes of grain by:

45

- reviewing company shipping orders and vessel clearance certificates from the Plant Products Division and the Port Warden;
- instructing Inspection Assistants on sample requirements and sampling station location;
- analyzing and grading official samples of all types and classes of grain and grain by-products discharged to vessels, railcars, containers or trucks for export or domestic destinations;
- test checking the analyses of increment samples for protein content using the Near Infra-red Reflectance Spectroscopy;
- advising the elevator manager on the corrective measures required when quality, cleanliness or protein content reaches a critical level;

% of Time

- personally selecting, analyzing and grading representative samples during the entire ship loading process;
- preparing a weighted composite sample of each grade loaded and performing a detailed analysis; and
- completing detailed loading reports pertaining to grades, stowage, interim and final analyses, loading conditions, separations, etc. and submitting these with the composite samples to the District Inspector in Charge for review and grade certification.

Interprets and enforces those sections of the Canada Grain Act and Regulations related to the processing, inspection, grading and certification of cereal grains, oilseeds and pulses and their by-products by:

10

- identifying infested grain and contaminated machinery and equipment, and deciding on and instructing elevator management on the isolation, treatment and the dosage and method of fumigation;
- monitoring the fumigation process and determining adequacy of the treatment;
- assessing the operating effectiveness of dryers, location of thermometers and the accuracy of the temperature recording equipment and monitoring the drying process;
- deciding on lots to be held "Identity Preserved" or released to general storage, and documenting processed lots for shrinkage calculations, fee assessments and elevator's stock adjustments;
- resolving matters related to the transfer of grain with the elevator manager, evaluating the extent of deterioration and deciding the need for segregation and the necessary action in each individual case, and by documenting cases and submitting samples and reports to the district office;
- periodically examining terminal elevator facilities and equipment which affect inspection activities and grain quality, and compiling and maintaining comprehensive records on the operational performance;
- supervising the inspection and grading of all elevator stocks at official audits;
- examining and approving separations and partitions constructed in vessel stowage space to separate grains or grades of grain, deciding on the fitness of the vessel to receive grain, and advising the captain or cargo officer of the necessary precautions when loading during inclement weather; and
- providing interpretations and advice to terminal elevator management, port and vessel authorities, stevedores and government officials on legislation, regulations, policies and procedures relating to grain handling, treatment and shipment and on the resolution of problems and complaints.

Supervises up to nine (9) employees engaged in sampling, inspecting and grading grain, monitoring grain processing and preparing inspection data to ensure efficient utilization and effective development of the staff by:

10

- reviewing operating and documentation procedures to identify areas for clarification or further training;
- establishing work schedules and monitoring performance of probationary staff for the effective on-the-job training in a variety of duties for the development of skills in all areas of grain inspection;
- providing instructions to subordinates in sampling methods and inspection and grading procedures, variety identification and seed analysis;
- evaluating employee performance and recommending disciplinary action when warranted; and
- enforcing safety practices and ensuring employee awareness of the dangers and hazards in and around terminal elevators.

% of Time

- Performs other related duties such as:
- conducting special surveys related to grain and the identification and investigation of unusual occurrences;
 - identifying and recommending improvements in inspection methods, procedures and practices;
 - attending meetings on grain production, processing, marketing or handling and conducting tours for foreign visitors or delegations; and
 - reporting on and documenting all inspection activities as required under the Act, Regulations and also Commission policy and practices.

5

Specifications

Degree/
Points

Skill and Knowledge

The work requires:

4 / 162

- the establishment of sampling, protein testing and inspection schedules and the assignment of tasks and worksites;
- monitoring and reporting on inspection activities at any one of a number of terminal or process elevators in the district;
- evaluating the effectiveness of special treatment or conditioning of grain;
- conducting the training of subordinates in varietal identification, seed analysis, grading techniques and determinants, legislation, regulations and directives;
- the ability to identify and determine the quality of twenty-four (24) classes of grains, oilseeds and pulses and their by-products into more than fourteen hundred (1400) grain designations and to recognize the presence of toxic substances in grain and relate all grading determinants singly or in varying combinations that have been measured, identified, analyzed and assessed, to grain grade specifications and/or official physical grain Primary or Export Standard samples;
- a good understanding of the application of banding to achieve desired protein levels and the binning procedures for segregating red spring wheat by grade and protein level;
- a knowledge of the habits of grain pests and factors and conditions that affect the storage ability of grain and grain by-products;
- a knowledge of terminal elevator operations and the equipment used to receive, treat, store and ship grain and the physical structure of the common conveyance such as rail box and hopper cars, lake and ocean vessels, etc.; and
- a thorough knowledge of the varieties of grains, oilseeds and noxious seeds, the operation and calibration of a variety of precision inspection equipment, such as manual and mechanical dockage testing equipment, grain density measuring equipment, moisture and protein testing instruments, scales, mixers, dividers, stereoscopic microscopes and sampling and sample conveyance systems.

Inspection Responsibility

The work requires:

B3 / 177

- coordination of the sampling, inspection, protein testing, grading and documentation of all grain received at the elevator; the grading of all grains discharged from the elevator and at annual audits of stocks; monitoring and assessment if the effectiveness of the treatment and conditioning of grain while in storage, conducting inspections of elevator facilities and equipment which may have an effect on grain sanitation, condition or grading;

- the provision of instruction in varietal identification and analyses of cereal grains, oilseeds and noxious weeds by visual seed characteristics and in grading cereal grains, oilseeds and pulses, which entails the evaluation of characteristics that do not lend themselves to precise measurement, such as the degree of deterioration of kernels due to heating or damage caused by plant diseases and environmental conditions, mechanically or by insects;
- calibration and evaluation for precision of equipment used in measuring protein, moisture and dockage content in grains; and
- supervising staff and explaining to elevator staff the special cleaning requirements, corrective measures to prevent damage or excessive drying by artificial driers, and the application of protein banding.

The work is subject to review at the district level if a grading decision is challenged. Problems concerning samples of grain having unusual characteristics are referred to a terminal operations supervisor for guidance.

The activities effect the market price of grain received and discharged from the elevator, the special treatment of grain, the application of fees, and the stock position of terminals resulting or overages in grades as determined by audits and subsequent settlement in elevators where the annual volume of grain in an elevator is normally between one and three million tons.

An error in judgement or incorrect application of grading determinants or in monitoring and assessing elevator operations could result in unwarranted grade losses to producers, shippers, buyers, brokers and vessel owners, extra cost in elevator companies and embarrassment to the Canadian Grain Commission.

Responsibility for Contacts

The work requires contact at the management supervisory level in terminal elevators to explain legislation, regulations and directives and the correction of situations or practices that result in damage to grain, such as the loading of incorrect grades, blending protein segregated wheat of various levels to achieve a desired protein content, sanitary condition of terminal facilities, damage caused by artificially drying grain, etc. There is also contact with port wardens, ships' captains, grain brokers and supervisory personnel of stevedoring companies, to explain or correct stowage or loading conditions and requirements, and arrange the unloading of grain when either the quality or cleanliness do not meet specifications for the certification of cargo.

B2 / 60

Conditions of Work

Physical Effort - The work requires intermittent standing and walking climbing and descending ladders and stairs, and lifting, carrying and dumping samples of grain up to 15 kilograms.

2 / 15

Concentration - Close and sustained visual attention is required to identify, examine, analyze and grade grain. These tasks comprise a very significant portion of the duties. Decisions must be made promptly upon receipt of grain at the elevator. The inspector cannot control either the number or timing of grade decisions required.

3 / 25

	Degree/ Points
Environment - There is exposure to grain dust, noise, fumigants and outside weather conditions when inspecting elevator facilities, vessels and railcars.	2 / 15
Hazards - There is exposure to skin and respiratory irritations, to falls on slippery elevator floors or decks of vessels and to moving machinery when inspecting elevator facilities.	B1 / 11
Supervision	
Supervision is provided to between five (5) and nine (9) inspector trainees and inspectors, which includes assigning work, providing instruction and guidance and reporting on work performance.	B3 / 39

17.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 17

Level: 6

Descriptive Title: Assistant District Grain Inspector,
Vancouver

Point Rating: 748

Reports to: District Grain Inspector

Summary

Controls and directs inward inspection activities at seven (7) terminal elevators in the Pacific Coast District to maintain the correct grading level of receipts of all classes of grain as specified in the Canada Grain Act; directs the staff training program for grain inspectors under his charge; conducts investigations and resolves complaints while maintaining effective working relationships with the grain industry and other government departments; prepares reports and performs other related duties.

Duties

% of Time

Controls and directs inspection activities at six (6) terminal elevators at Vancouver and one at Prince Rupert in compliance with the Canada Grain Act, Regulations and departmental policy to ensure consistent and efficient inspection of up to eleven (11) million tonnes of grain received and dispatched annually, in order to meet divisional objectives in accordance with established policies by:

25

- reviewing samples representing individual railcar deliveries to terminal elevators for consistency of grading level and problem samples submitted by inspectors for guidance or final decision on grade assignment;
- directing the preparation of semi-monthly average samples of terminal unloads for review by the District Grain Inspector for forwarding to the Director of the Inspection Division for final review;
- implementing sampling, inspection and grading procedures and methods necessary to maintain an efficient level of grading, and modifying and recommending modifications to existing programmes and procedures in order to improve service in changing or special circumstances, (e.g.) special crops processed through non-licensed premises;
- reviewing work schedules and revising these to ensure more efficient and effective use of staff;
- evaluating inspection procedures and recommending changes to maximize overall operating efficiency;
- reviewing reports submitted by subordinate supervisors on matters relating to inward movement of grain, elevator equipment and facilities which may affect the sampling and grading of grain and by reviewing and approving changes and adjustments for improved inspection service and equipment; and
- consulting with supervisor responsible for outward grading to ensure correlation of inward and outward grading.

Resolves complaints and problems relating to inward inspection activities within the district by:

30

- reviewing official unload samples on request of shippers for verification or change of grade and/or dockage, and to arrange for issuance of new documents to reflect changes;
- providing guidance in grading of grain to inspectors employed by private companies;
- investigating complaints concerning carlot unloads through examination of samples and documentation leading up to and following the unload of the railcar in question;

% of Time

- assessing requests for exemption from the application of established procedures and authorizing exemption if it is justifiable; and
- evaluating reports on investigations conducted following complaints in order to authorize the appropriate corrective action.

Organizes, develops and directs a district staff training program for grain inspectors to ensure that proper proficiency levels are maintained and that adequately trained personnel are available to meet future demands by: 20

- assigning responsibilities in staff training to provide supervision of training activities at inspection laboratories located in terminal elevators;
- reviewing training records of probationary inspectors to ensure compliance with training schedules;
- preparing material and proficiency tests for determining grading ability, variety identification, and level of proficiency in grain inspection; and
- conducting training in identification and segregation of small oilseeds to quality inspectors as Certified Seed Analysts.

Supervises through subordinate supervisors, a staff of up to seventy (70) person-years involved in the inspection, grading and certification of grain received at terminal elevators by: 10

- assigning responsibilities, identifying priorities, establishing schedules to meet work requirements, and establishing work performance standards;
- evaluating employee work performance and monitoring the employee appraisal programme;
- interviewing those employees with poor performance to determine causes and to authorize further training, as appropriate, within the formal training programme;
- investigating disciplinary problems and recommending action to be taken, such as suspension, probation or dismissal;
- participating as a member of selection boards in recruiting staff and on promotional competitions;
- identifying and proposing solutions to human resources and classification problems; and
- submitting monthly activity reports to the District Grain Inspector.

Maintains effective working relations with terminal elevator superintendents, private grain firms and members of the grain trade, to ensure cooperation in conducting inspection activities to promote confidence in the Canadian inspection system by: 10

- providing information and guidance on inward grade requirements to the grain trade;
- arranging for assistance in resolving problems related to stored grain, such as, fumigation and out of condition grain;
- interpreting the Canada Grain Act, Regulations, Manuals and directives, and their application to grain receipt certification in order to resolve contentious issues between various parties;
- attending and addressing meetings of the grain trade to explain inspection and grading procedures and their importance in the marketing of Canadian grain; and
- providing guidance in grading of grain to inspectors employed by private companies.

Performs other related duties such as: 5

- conducting or arranging for surveys on grain disease incidence, weed seed contamination, etc.;
- conducting tours of elevator facilities and laboratories for foreign visitors or delegations;

% of Time

- participating in Labour/Management and Safety committee meetings; and
- approving plans for alterations to terminals.

Specifications

Degree/
Points

Skills and Knowledge

The work requires:

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- the ability to control and coordinate inspection activities, (within the context described in the duties);
- the evaluation of the effectiveness of inspection activities in the District with its huge volume of business;
- the supervision of large dispersed staff through subordinate supervisors in the complex work environment of the Port of Vancouver;
- the ability to implement an area training program on varietal identification, legislation, regulations and grading techniques;
- the ability to obtain cooperation from members of the grain trade and to resolve grading disputes;
- the ability to identify all types and classes of grain and oilseeds grown in Canada, the varieties of cereal grains, beans, mustard and rapeseed; detect evidence of pests that infest grain, assess condition of grain, recognize the presence of toxic substances in grain and relate all grading determinants and combinations of grading determinants that have been identified, measured, analyzed and assessed to grain grade specifications and to official physical grain grade samples;
- a thorough knowledge of terminal elevator operations and the equipment used to receive, treat, store and ship grain, and the physical structure of the common conveyance, such as rail box and hopper cars, and ocean vessels, etc., and the skill to utilize this knowledge of the industry at this most complex and important shipping point, particularly in relation to matters that are important to private industry, such as costs incurred for storage, demurrage, shipment, capital expenditures, interest charges, etc.;
- a thorough knowledge of the Canada Grain Act and Regulations, the Official Canadian Grain Grading Guide, the Canadian Grain Inspectors' Manual, and the Canadian Grain Commission Staff Training Manual;
- a thorough knowledge of the operation of a variety of equipment, such as dockage testers, stereoscopic microscopes, precision scales, moisture meters, mixers and dividers;
- a thorough knowledge of sanitary procedures related to the storage and handling of grain, and the methods of treating grain, such as fumigation, artificial drying and cleaning; and
- knowledge of grain pests and of the methods used to control such pests.

Inspection Responsibility

The work requires:

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- coordination and overall supervision of inspection activities of the Canadian Grain Commission in the Pacific Coast District relating to the inward movement of grain which includes adapting established work procedures to meet special conditions in the Vancouver and Prince Rupert areas and to expedite the movement of grain with authority to waive regulations in some situations pertaining to container shipments; and

- making decisions on samples of grain where the original grade designation has been challenged. The majority of grading decisions challenged are related to samples that are close to the borderline in a number of grade determinants, and accordingly, judgement must be exercised on the decisions of qualified inspectors.

The activities affect the achievement of the objectives of the inspection program of the Canadian Grain Commission in British Columbia and the grading, storage and handling of up to 170,000 carlots annually at seven west coast terminals establishing work liaison with terminal superintendents, managers and other persons in the area engaged in the grain trade.

Direction of inspection activities is provided by an officer at the senior technical level located in Vancouver, B.C. Unusual problems are referred to the Director or his Deputy, located in head office of the organization.

Errors in the organization of work could result in additional storage and handling costs to persons in the grain trade.

Errors in verifying or changing original grading decisions could result in financial loss or gain to producers and shippers of grain, and complaints to the Commission. An error in providing information, assistance and guidance could adversely affect cooperative relations with officials associated with the grain industry.

Responsibility for Contacts

The work requires contact with terminal superintendents and managers, producers and representatives of producer organizations to discuss problems related to the inward movement of grain, and to seek common ground on which to base solutions.

C2 / 80

Conditions of Work

Physical Effort - The work requires handling samples of grain for which re-inspection has been requested. It also requires standing and walking when checking inspection activities.

1 / 5

Concentration - Close sustained visual attention is required to identify, examine, analyze and grade grain during the systematic selection of samples for quality control and re-inspection.

1 / 5

Environment - A significant part of the work is done under office conditions. There is, however, some exposure to dust and inclement weather during check inspections.

2 / 15

Hazards - There is exposure to skin and respiratory irritations and to injury from moving machinery and dust explosion, etc. during inspections of terminal elevators.

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Supervision

The work requires the supervision of sixty (60) employees located in Vancouver and Prince Rupert through subordinate supervisors. The supervisory duties include the allocation of staff to terminals; coordination of inspection, sampling and grading activities; the implementation of a formal training program; the development of solutions to classification and human resource problems; establishment of work schedules and the evaluation of work performance of subordinates, including special training and the close supervision of problem employees.

D6 / 121

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 18

Level: 3

Descriptive Title: Meat Hygiene Inspector

Point Rating: 351

Summary

Reporting to a technical supervisor in a packing plant, conducts ante-mortem inspections of animals or poultry and inspects carcasses, organs, meat portions and meat products to ensure compliance with various acts and regulations; inspects plant facilities and meat-processing equipment before start-up, and monitors operations to ensure that hygiene standards are maintained; reports to supervising inspector on improper conditions or performance and on any animals/poultry, carcasses, meat portions or products that are detained as unfit. May supervise or assist in the training of junior inspectors; performs related duties as required.

Duties

% of Time

Conducts ante-mortem inspection of live animals and/or poultry to detect abnormalities prior to slaughter by: 20

- examining livestock and ordering the segregation of animals/poultry that appear abnormal;
- discussing with plant management, and explaining as necessary, the reason for holding and segregating livestock;
- reporting to the veterinarian any major problems which may require the detention of a significant number of livestock; and
- inspecting transportation and handling facilities to ensure that animals/poultry are handled in accordance with regulations governing the safe and humane transportation of livestock.

Inspects animal and/or poultry carcasses, viscera, organs and meat portions to ensure compliance with Canadian National Standards and/or the standards of importing countries by: 50

- monitoring and controlling the slaughtering, dressing, handling and production procedures;
- inspecting carcasses, organs and viscera by sight, smell, touch and incision to detect surface and deep local and general conditions and abnormalities;
- ensuring that inspection procedures are synchronized with carcass tracing and dressing operations;
- controlling the use of an inspection stamp or legend;
- approving normal carcasses, organs or meat portions for human food;
- identifying, recording and categorizing abnormalities, holding abnormal products and reporting significant cases to a veterinarian;
- identifying and controlling products restricted for non-human use only;
- identifying certain disease conditions and segregating carcasses or parts thereof, and instituting special handling procedures;
- controlling the handling and disposal of inedible products;
- identifying and excising sample tissues or organs and taking blood or fluid samples for testing or laboratory submissions, and conducting in-plant bacteriological tests of meat portions or residues; and
- controlling, preventing and, if necessary, stopping any plant operation that is contrary to the regulations.

Inspects and monitors the equipment, facilities, and environment of the total establishment to ensure compliance with national and international standards, by: 10

- carrying out a pre-start-up inspection of the plant, assessing the conditions of light, ventilation, temperature, and hygiene;
- inspecting a variety of complex equipment to ensure it is clean and fit for use;
- conducting and interpreting bacteriological tests to determine the level of sanitation of equipment surfaces;
- prohibiting start-up until any unsatisfactory conditions are corrected;
- restricting the operation of any equipment, process or facility which does not meet standards, or authorizing other appropriate interim procedures to protect the product from contamination;
- ensuring, through plant supervisors, the maintenance of housekeeping and structural and sanitation standards, and monitoring or controlling any vehicle or container used for the transportation of meats;
- monitoring and controlling the use of non-food substances such as approved cleaning agents, and checking procedures for the prevention and elimination of pests; and
- discussing inspection results and required action with plant supervisors, and informing a senior inspector or the veterinarian in charge regarding significant deviations or if plant personnel are recalcitrant.

Monitors technical operations such as cutting, boning, grinding, mixing, smoking or thermal processing, to ensure that meat products are safe and aesthetically acceptable for human consumption by: 15

- checking and verifying the marking of carcasses and meat cuts;
- controlling and recording the receipt into plant of any food or non-food products, and monitoring their proper use;
- monitoring the packaging, labelling and storage of meat products before processing or shipment into Canadian or foreign markets;
- inspecting technical procedures and meat products to ensure that environmental conditions and meat product temperatures, etc., are in accordance with national standards or foreign market requirements;
- checking documentation and inspection labelling on meat products, controlling and recording returned products and ensuring that entry restrictions and procedures for rendering or disposal of inedible products are properly applied;
- controlling and recording the use of inspection stamp or labels on approved products and monitoring plant records and control procedures for shipments in and out;
- informing plant supervisors of deviations from standards, and restricting approval of product or the use of an area or equipment until correction is made;
- detaining or holding products or containers pending corrective action or disposal, and taking samples for laboratory tests as required; and
- recording corrective action taken and reporting cases on non-compliance or other significant problems to supervising inspector or veterinarian.

Performs related duties such as the compilation of reports and records, training, supervising and advising junior inspectors, assisting in the evaluation of new equipment or the review of proposed facilities respecting product flow. May be required to monitor and check seals under Provincial Regulations. 5

	Degree/
Specifications	Points

Skill and Knowledge

The work requires good hand-eye coordination and the ability to detect and identify quickly by means of visual observations, palpation and incision, numerous conditions such as adhesions, lesions, cysts and growths that may affect the edibility of carcasses, organs and other portions of beef cattle, sheep, hogs and poultry. There is also a requirement to identify signs of abnormalities in live animals or poultry and to segregate abnormal livestock from animals/poultry which may be approved for slaughter. Ability is also required to perform a variety of tests, collecting samples using aseptic methods and using a variety of instruments, and to read gauges and thermometers on process equipment. Ability is required to recognize the occurrence of unsanitary or other non-approved practices, methods and ingredients, to complete inspection forms and to deal with plant supervisors and managers, and to participate in the training of junior inspectors. The work requires a good knowledge of both the abnormal and pathological conditions affecting live animals and poultry, and abnormalities of carcasses, viscera, organs and other meat portions that indicate the product should be held or consigned to non-food use. A good knowledge of plant equipment operations and of meat cutting, boning, processing and curing methods and of departmental regulations governing inspection procedures, plant sanitation, container markings and the handling and storage of meat products is required. The work requires a thorough knowledge of the Meat Inspection Act and Regulations, the Humane Slaughter of Animals Regulations, the Consumer Packaging and Labelling Regulations, pertinent sections of the Food and Drug Act and pertinent sections of the Animal Disease and Protection Act and Regulations covering the humane transportation of livestock and the identification of live animals/poultry not suitable for human consumption. The incumbent must also have a thorough knowledge of relevant Canadian National Standards and various standards of countries that import from Canada. This skill and knowledge is normally acquired through two years of apprenticeship training after completing secondary school, by in-service formal courses, on the job training and experience, and extensive study of pertinent legislation, the Manual of Procedures and other directives, followed by successful completion of a national examination.

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Inspection Responsibility

The inspector is responsible for examining animals/poultry prior to slaughter to detect any abnormal conditions requiring further examination, and segregating suspect animals/poultry from those that are approved for slaughter, for conducting primary post-mortem inspections and approving carcasses and viscera for human food, or assigning aesthetically unacceptable items to animal food use, and detaining items requiring final post mortem inspection by a veterinarian. The inspector is also responsible for monitoring the mode of transportation and the condition of vehicles and crates used to ship animals/poultry to the slaughterhouse, and the subsequent handling of the animals. The work also requires inspecting the complete establishment and equipment for hygienic conditions prior to start-up, and monitoring all processing activities and practices, including the sanitary condition of employees' clothing and their work habits, and issuing verbal and occasional written instructions to correct any conditions or operating practices which are in violation of the regulations. Inspection activities affect the identification and correction of unhygienic conditions or unsafe practices, the segregation of unhealthy livestock and the conduct of slaughtering and meat processing operations during a shift. Incorrect or inconsistent decisions could result in unwholesome meat product entering the market in Canada or being exported, with consequent dissatisfaction and damage to the reputation of the industry and the inspection service of the department. Preventing

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start-up following inspection of the plant, or halting of slaughtering or processing operations has a direct effect on production costs, and reflects on the credibility of the inspection service. Failure to apply Canadian standards, or the appropriate standards of an importing country could result in desertification of the plant and cause severe economic loss to producers, packers and employees in the industry.

Supervision is usually provided by a more senior inspector or a veterinarian located in the plant, but the supervisor may be located in another plant or be rotating between plants. Problems referred to the supervisor concern the identification of abnormal or unusual conditions found during primary post-mortem inspection (especially when it may be necessary to modify plant operating procedures), or problems involving plant supervisors/managers who have challenged the inspector's decisions on the disposition of diseased animals/poultry, the correction of seriously unsanitary conditions or practices, or the disposal of sour or unacceptable products.

Contacts

The work requires contacts with plant supervisors or managers prior to start-up or during daily operations to discuss situations or practices that are not in accordance with standards. Obtaining corrective action may require the use of diplomatic persuasion, or even the intervention of the supervising veterinarian.

AI / 20

Conditions of Work

Physical Effort - The work requires prolonged standing and manipulating viscera when performing primary post-mortem inspections. It also requires walking and climbing steps when performing inspections in an area plant.

2 / 15

Concentration - A high level of sustained visual attention is required when performing post-mortem examinations on animals and/or poultry at varying rates, depending on the species, on a machine paced kill line up to 600/hour for red meat animals and 30,000/hour on poultry. The worker normally performs post-mortem inspections for one and one-half hours and is then relieved for a short period.

3 / 25

Environment - There is a continuous exposure to noises, high humidity levels, wet, disagreeable sights and foul odour when carrying out plant inspections and when segregating animals in the stock yards.

3 / 25

Hazards - There is exposure to cuts and infection from contagious diseases when incising slippery viscera and other animal/poultry portions. There is also exposure to slips and falls on slippery floors and stairs when carrying out plant inspections. The wearing of a hard hat reduces the risk of serious injuries resulting from falling objects.

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Supervision

There is an occasional requirement to demonstrate inspection methods to newly appointed employees.

AI / 15