

GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement



JOB TITLE:	AGRICULTURE INSPECTOR 1 (WORKING TITLE: RETAIL FUEL INSPECTOR)
POSITION NUMBER:	00052768
LOCATION:	FUEL & MEASURES, ATLANTA, GA <i>(APPLICANT MUST RESIDE IN HALL COUNTY OR BE WILLING TO RELOCATE)</i>
POSTING DATE:	JUNE 15 ,2016
APPLICATION DEADLINE:	JUNE 17, 2016
WHO MAY APPLY:	OPEN TO ALL APPLICANTS
PAY GRADE:	E
ENTRY SALARY:	\$2,291.62/MONTH

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES:

1. Licenses, regulates and inspects retail fueling stations. Inspector performs inspection activities according to appropriate established regulations, directives and procedures in an efficient manner;
2. Collects samples of petroleum products and routes to laboratory for identification and analysis. Inspectors have a 5 gallon test-unit or test kit that allows them to test fuel;
3. Inspects for proper marking, handling, and labeling, etc. according to established rules and regulations;
4. Inspects facilities and equipment for accuracy and compliance;
5. Documents and records all inspection findings in an accurate and timely manner according to established policies and procedures;
6. Completes time and leave reports within established timeframes;
7. Maintains knowledge of all assignments in District in order to schedule/reschedule inspectors as required;
8. Writes reports of findings and recommendations and advises petroleum vendors;
9. Treats customers with respect, courtesy and tact;
10. Interacts with all levels of state government in a way that promotes respect, encourages cooperation and contributes to excellent performance; and/or

11. Other duties as assigned.

MINIMUM QUALIFICATIONS

Vocational or technical degree in agriculture, horticulture, environmental science, pest control, entomology, or a closely related field from an accredited college; Or completion of high school diploma or GED AND one year of experience in the area of assignment; OR completion of two years of college which included 12 semester/20 quarter hours in chemistry or life sciences.

NOTE: Successful applicant must be able to lift and handle a filled, five (5) gallon prover can, which weighs approximately 50 lbs., multiple times daily. The applicant must also hold a valid driver's license.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

Working knowledge of Windows computer operating system and applications.

HOW TO APPLY: (We accept State Applications by any method listed below. Resumes may be submitted in addition to the State Application.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**