



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	AGRICULTURE INSPECTOR 1
<b>POSITION NUMBER:</b>	00052764
<b>LOCATION:</b>	FUEL AND MEASURES DIVISION - THIS POSITION WILL COVER PEACH, HOUSTON, PULASKI, MACON, DOOLY, WILCOX, CRISP, SUMTER, TURNER, BEN HILL, IRWIN, AND TIFT COUNTIES
<b>POSTING DATE:</b>	SEPTEMBER 19, 2017
<b>APPLICATION DEADLINE:</b>	OPEN UNTIL FILLED
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	E
<b>ENTRY SALARY:</b>	SALARY COMMENSURATE WITH EXPERIENCE

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:** *Applicant must reside in one of the covering counties or be willing to relocate.*

Through regulatory inspections, the Fuel and Measures Division protects consumers by verifying the accuracy of weights and measures used in commercial transactions, the quality and quantity of motor fuels and the enforcement of grain, cotton and tobacco laws. Programs administered by the Fuel and Measures Division include regulatory field inspection, and the state fuel oil and state weights laboratories. Fuel and measures' field operations test the accuracy and certification of commercial weighing devices, retail gas pumps, propane dispensers, and wholesale petroleum meters.

Under general supervision, inspects and tests assigned commercial fuel dispensers and underground storage tanks according to state law. Investigates consumer complaints, conducts re-inspections of previously written violations, and completes written reports and other required paperwork. Specifically, Inspectors have the following job responsibilities:

- Register service stations and verify that advertised product, pump, and selling method prices correspond.
  - Register and re-register stations within allotted timeframes and in an efficient manner.
  - Detect any improper advertising of products, and take appropriate corrective action(s).
  - Check antifreeze brands being sold to ensure that they are registered with the state.
- Test fuel dispenser calibration and physical condition.
  - Verify accuracy of fuel dispensers by both volume and monetary indicators according to established procedures.
  - Thoroughly examine fuel dispensing devices to ensure established standards are met.
  - Issue appropriate violation notices for any violation and re-inspects to make sure violation has been resolved within an allotted timeframe.
- Conduct product quality checks and investigations.

- Conduct contamination tests according to established procedures.
- Collect, transport, and submit laboratory fuel samples along with lab analysis forms in a manner and frequency prescribed by the State Fuel Oil Chemist.
- Check underground and above ground storage tanks for proper I.D., water, contamination, sealer caps, and the amount of product in tanks, and take appropriate action to correct situation as required.
- Investigate consumer complaints concerning fuel quality, improper advertising and/or accuracy of fuel pumping devices.
  - Respond to complaints or requests in a timely and efficient manner.
  - Act on requests or complaints according to prescribed procedures or administrative directions.
- Complete required reports.
  - Prepare comprehensive and accurate reports documenting tests and investigations in a timely manner.
  - Prepare activity, travel expense, leave, and vehicle reports/paperwork within established timeframe.
  - Attend meetings and training seminars for law and product updates and changes.
- Maintain equipment and state vehicles.
  - Maintain prover(s), sample bottles/cases, funnels, etc., in a clean and proper condition for accurate testing.
  - Keep a proper and accurate service record for state vehicle to ensure safety and proper operational functions.
- Maintain a consistent, high quality, customer-focused orientation when conducting business and providing services or products to clients, the general public and other external customers.
  - Treat customers with respect, courtesy and tact. Listen to customer and interact with customers as a person, while maintaining a business relationship.
  - Direct the customer to the proper area, i.e. person, office, etc., to get answers to specific questions and problems that inspectors are unable to answer properly.
- Interact with all levels of government in a way that promotes respect, encourages cooperation and contributes to excellent performance.
  - Treat all personnel fairly giving no one preferential treatment.
  - Communicate accurate information to all other personnel in a professional and courteous manner that conveys a willingness to assist.
- 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 high school diploma or GED and one year of experience in the area of assignment; or two years of college, which included 12 semester/20 quarter hours in chemistry or life sciences.

NOTE: Successful applicants must be able to lift and handle, or demonstrate they can with reasonable accommodation, a filled, five (5) gallon prover can, which weighs approximately 50 lbs., multiple times daily.

**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:

- Six months of work experience in the petroleum industry, i.e., service station attendant, petroleum transport truck operator or otherwise involved in the distribution and/or storage of petroleum.
- Working knowledge of Windows computer operating system and applications.

**NOTE:** THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES. HIRING OF APPLICANTS IS CONTINGENT UPON SATISFACTORY RESULTS OF EMPLOYMENT VERIFICATION, BACKGROUND AND CRIMINAL RECORDS INVESTIGATIONS AND MOTOR VEHICLE REPORTS.

**HOW TO APPLY:** WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION 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
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or

- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto: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](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. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

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