

JOB DESCRIPTION FIELD SUPERVISOR

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Department:	Field Services	Reports to:	Manager Field Services
Last Updated:	November 2019	Direct Reports:	Seasonal Inspectors
		FLSA Status	Exempt

JOB SUMMARY:

Perform and supervisor field inspection services in the assigned territory.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Manage and conduct field inspections for producers and handlers of crops in assigned territory.*
- Possess and exercise advance knowledge of the seed certification rules formalized by the Association of Official Seed Certifying Agencies (AOSCA), and MCIA.*
- Exercise consistent discretion and judgment in field inspection, approve or reject fields according to field certification standards, issue inspection reports.*
- Perform audits and other third-party on-site evaluations to verify conformance to quality management and/or regulatory compliance requirements.*
- Inspect assigned MCIA approved facilities and report inspection results.*
- Hire, train, and supervise seasonal personnel as needed to complete inspections in assigned territory.*
- Through regular interactions, solidify MCIA relationship with its customers.
- Identify new service opportunities; market MCIA services to potential MCIA customers.*
- Advise clients of MCIA program requirements and proper production techniques; conduct training for new clients.
- Monitor MCIA tag and certificate use, process necessary paperwork, and maintain current records to support certification and quality assurance programs.
- Represent and promote MCIA at designated industry meetings, trade shows, and other functions.
- Serve as the MCIA liaison to specified MCIA committees.
- Coordinate with MCIA office and other field supervisors to effectively serve customers.
- Provide input and information for the *Minnesota Seed Grower* publication and other MCIA publications as required.*
- Perform other duties as required.

*Essential functions

QUALIFICATIONS:

Minimum Qualifications

- B.S. in agronomy or closely related area.
- Basic understanding of quality management systems.
- Valid driver's license.

Preferred Qualifications

- Advance degree in agronomy or closely related area.
- Three years or more experience in the seed industry.
- Three years or more experience in field inspection.

SKILLS/PHYSICAL DEMANDS

- Strong interpersonal, written, communication, and organizational skills.
- Strong computer skills, working knowledge of MS Office.
- Ability to handle confidential information with great sensitivity, good reasoning abilities, and sound judgement.
- Ability to work with limited supervision, highly self-motivated.
- Ability to move through narrow row spacing of a variety of crops and uneven terrain to perform field inspection work.
- Ability to work in varying weather conditions.
- Ability to work with limited supervision, highly self-motivated.
- Effective verbal and written communication skills.
- Ability to travel, including some overnight travel, must possess a valid driver's license.
- Ability to work in loud and dusty conditions.
- Ability to occasionally lift up to 60 lb.
- Promote and ensure excellence in customer service.
- Ability to work well in a dynamic and ever-changing environment.
- Accurate, efficient and detail oriented.