

CLASS TITLE: INSPECTOR (DIVISION OF PURCHASES)

Class Code: 02256200
Pay Grade: 15A
EO Code: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To inspect equipment, supplies, and materials purchased by the State to insure compliance with the State's specifications; and to do related work as required.

SUPERVISION RECEIVED: Work is subject to a periodic review from a superior for accuracy and conformity to instructions and established procedures.

SUPERVISION EXERCISED: As required, supervises the work of clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To inspect equipment, supplies, and materials purchased by the State to insure compliance with the State's specifications.

To inspect bid samples submitted by vendors and make reports thereon concerning compliance or noncompliance with specifications to the appropriate procurement officer.

To inspect deliveries of equipment, supplies, and materials to state agencies to determine compliance with specifications.

To examine such items for size, variety, and quality to determine conformance to established standards and specifications.

To utilize existing laboratory services in the State for testing commodities which require chemical, bacteriological, or other scientific examinations.

To inspect the distribution and rationing of surplus food commodities to cities and towns, hospitals, institutions, etc.; to make reports on compliance and noncompliance with regulations governing such food distribution and rationing.

To inspect and follow up the receipt and distribution of federal surplus property to health, education, and state institutions; to make reports on compliance or noncompliance with regulations governing the distribution of such property.

To withhold acceptance of any item or items which do not appear to meet established standards and specifications; to report thereon to a superior for final determination as to acceptance or rejection.

As directed, to initiate follow-up action on items covered by purchase orders so that deliveries may be expedited.

To submit periodic reports to a superior on inspections made.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with the practices and techniques involved in purchasing equipment, supplies, materials and commodities for consumption; the ability to determine the size, variety, and quality of a wide variety of equipment, supplies, materials and commodities in relation to prescribed standards and specifications; the ability to prepare and submit special and reoccurring reports; the ability to deal with vendors, fellow employees and the public in a tactful and courteous manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position involving the examination of a variety of equipment, supplies, and materials for compliance with established standards and specifications and including some responsibility for recommendations with regard to the acceptance of such items.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 8, 1975

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