

CLASS TITLE:

**SENIOR INSPECTOR
(DIVISION OF PURCHASES)**

Class Code: 02256300

Pay Grade: 18A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for and to supervise the work of subordinates engaged in inspecting equipment, supplies, and materials purchased by the State to insure compliance with the State's specifications; or to supervise a statewide program for distribution of federal surplus food to institutions, hospitals, the State School Lunch Program, and eligible city and town social welfare agencies according to regulations and standards prescribed by the Federal Government; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; work is reviewed for accuracy and conformity to instructions, established rules, regulations, and standards.

SUPERVISION EXERCISED: Plans, assigns, supervises, and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for and to supervise the work of subordinates engaged in performing such duties as:

inspecting equipment, supplies and materials purchased by the State to insure compliance with the State's specifications; inspecting bid samples submitted by vendors and preparing reports thereon concerning compliance or noncompliance with specifications; inspecting deliveries of equipment, supplies, and materials to state agencies, examining such items for size, variety, and quality to determine conformance to established standards and specifications; and arranging for laboratory tests on commodities which require chemical, bacteriological, or other scientific examinations.

Or, to supervise a statewide program for distribution of federal surplus food to institutions, hospitals, the State School Lunch Program, and eligible city and town social welfare agencies according to regulations and standards prescribed by the Federal Government.

To arrange for the acceptance of various food commodities offered by the Federal Government.

To determine the continued eligibility of recipients already under the program on a yearly basis and to pass on the eligibility of all new applicants.

To supervise inventory and record-keeping activities relating to the surplus food stores at the General Stores.

To be responsible for maintaining constant inspection of all activities connected with the surplus food program in order to insure compliance with federal regulations; and to prepare reports concerning activities of the program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the practices and techniques involved in purchasing commodities for consumption; a working knowledge of federal legislation concerning surplus food programs; the ability to supervise the work of subordinates engaged in inspecting equipment, supplies, and materials purchased by the State to insure compliance with the State's specifications; the ability to supervise a statewide program of surplus food distribution including transportation and storage of perishable commodities and to determine the eligibility of recipients under such a program; the ability to supervise inventory and record-keeping activities; the ability to prepare detailed reports; 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 as an Inspector in the Division of Purchases.

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

Class Created: June 17, 1958

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