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| **Job Title:**  | GAP CONNECTIONS CONTRACT INSPECTOR |
| **Reports To:**  | **GAP Connections Manager & reviewer as necessary** |
| **Classification:**  | Contract |
| **Work Location:**  | Remote as designated |
| **Contract Period:** | July – September 2023 |
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**JOB SUMMARY:**

GAP Connections provides a third-party certification for growers based on applicable environmental and labor laws. Inspections also provide a social justice audit to check on, and if needed remediate, the living and housing conditions of migrant farm workers. Applicants will be required to provide simple to complex inspections on both organic and conventional tobacco and hemp producing operations per GAP Connections certification standards which will include conducting interviews with Spanish speaking workers. Educate clients on the GAP Connections certification process, rules, regulations, and guidelines. Work closely with certification reviewers to ensure certification guidelines and standards are met.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Conduct simple to complex level on-site GAP Connections inspections for both organic and conventional farmers.
* Demonstrate technical knowledge of GAP Connections – *training to happen before inspections.*
* Respond to questions from applicants regarding the GAP Connections inspection. Manager will be on call to help with any questions inspector is unsure about.
* Obtain knowledge and is well versed in GAP Connections Standards – *training provided.*
* Complete required on-site inspection forms in the company approved reporting format, with clear written description of inspection findings and technical details.
* Plan and organize logistics of on-site visits with client, personal travel arrangements, and accommodations.
* Complete required amount of GAP Connections inspections per company Tier Level standards and follow company safety guidelines at all times.
* Complete client invoices while onsite & collect payment or provide billing information.
* Work with other QCS personnel and independent contractors to coordinate additional inspections.

**TEAM RESPONSIBILITIES:**

* Present a positive disposition when interacting with clients, build and maintain customer satisfaction, and seek ways to improve service delivery.
* Follow fiscal guidelines, regulations, principles, and standards; seek ways to reduce costs.
* Support the company mission in supporting and promoting organic and sustainable agriculture and the company’s services and programs. Link mission, vision, values, goals, and strategies to everyday work.
* Adhere to a set of core values that are represented in decisions and actions. Earns others’ trust and respect through consistent honesty and professionalism in all interactions.
* Seek and acquire new competencies, work methods, ideas, and information that will improve own efficiency and effectiveness on the job.
* Diligently attend to details and pursue quality in accomplishing tasks.

**ADDITIONAL RESPONSIBILITIES:**

* Help others navigate complex or sensitive issues, keeping the client’s best interest in mind as well as the integrity of the standards.
* Interpret complex, technical, professional, or legal information, publications, and regulations.
* Measure distance, area, volume, and weight using standard tools and mathematical formulas to calibrate and determine unit conversion.
* Apply logic and complex layers of rules and regulations to analyze and categorize complicated information. Break down complex information into component parts so others understand.
* Willing to travel as required, including overnight.

**QUALITIFICATIONS:**

* A degree in agriculture, food processing or other relevant fields of study is encouraged but not required.  Experience may substitute for education.
* Must be fluent in Spanish and English

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Good oral and written communication skills
* Highly organized, attentive to details and self-motivated
* Technical knowledge in U.S. crop production, particularly of tobacco and crops that tend to be grown in rotation with tobacco.
* Investigation and observation skills, combined with courtesy and sharp mind.
* Ability to plan travel schedule and to respond to changes in the inspection schedule.
* Ability to write clear, complete, and precise reports.
* The inspector also needs a valid driver license to get to the clients’ fields or site
* Ability to travel, multitask
* Ability to understand, interpret, and communicate technical aspects of GAP processes, regulations, and standards.
* Adapts to changing business needs, conditions, and work responsibilities and works with a variety of situations, individuals, groups and varying customer needs.
* Prioritizes tasks by importance and deadlines and adjust priorities as situations change.
* Strong customer service orientation, interpersonal skills and relationship building required.
* Requires exceptional verbal and written communication and outstanding presentation and interpersonal skills.

**WORKING CONDITIONS:**

**Environment:**

Work is performed outside. There is moderate noise with various equipment and vehicles being operated nearby. Outside work may be performed in inclement weather conditions (snow, ice, heat, wind, rain, etc.)

**Physical Activity and Ability:**

* Work requiresSedentary physical activity performing non-strenuous daily activities of an administrative nature.
* Must have the ability to sit for long periods of time and talk and hear/ listen though out the work period.
* Must have manual dexterity sufficient to reach/handle items and work with fingers.
* Must be able to see at close distance with clear vision at 20 inches or less and have color vision to with ability to distinguish colors on a computer screen. (review color labels).
* Must be able to walk, stand, sit, talk, hear/listen, use hands and fingers to handle and feel, reach with arms and hands, climb or balance, stoop, kneel, crawl or crouch, taste, and smell. Requires lifting 20 lbs. as needed.
* Ability to work at heights and climb using a ladder (two story building, silo, barns, etc.)
* Must be able to work independently, self-motivate, have good observation skills, and apply critical thinking with little guidance.
* Must be able to work around chemicals, animal urine and excrement. Must utilize the required Personal Protective Equipment (PPE) and follow all company safety guidelines.
* Requires the ability to walk on rough terrain, uneven ground, incline and decline, ditches, etc.

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| Inspection Type | Paid to contractor per inspection | INTERVIEW additional income LOW | INTERVIEW additional income HIGH | COMPLETED SEASON bonus  | inspection per day LOW range | inspection per day HIGH range | seasonal income LOW range at 50 insp. | seasonal income HIGH range at 50 insp. |
| assessment | $205 | $0 | $0 | $20 | 3 | 5 | $11,250 | $11,250 |
| audit w/ workers | $250 | $18 | $90 | $20 | 2 | 3 | $14,400 | $18,000 |
| audit w/o workers | $205 | $0 | $0 | $20 | 3 | 5 | $11,250 | $11,250 |
| audit w/ FLC | $340 | $18 | $90 | $20 | 2 | 2 | $18,900 | $22,500 |
| cert visit w/ workers | $250 | $18 | $90 | $20 | 2 | 3 | $13,500 | $18,000 |
| cert visit w/o workers | $250 | $0 | $0 | $20 | 3 | 5 | $13,500 | $13,500 |
| cert visit w/ FLC | $340 | $18 | $90 | $20 | 2 | 2 | $18,900 | $22,500 |
| remediation & review per HOUR | $40 | $0 | $0 | $8 | < per inspection |   |   |
| ON-SITE remediation | $250 |  |  |  |  |  |  |   |
| **AVERAGES** | **$263** |  |  |  | **2** | **4** | **$14,529** | **$16,714** |
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| \*Based on 4 days of inspections per week & the recommended (per type) number of inspections per day |  |  |   |
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| \*Actual income depends on number of inspections accepted & types of inspections |  |  |  |  |   |
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| \*Income also includes: Lodging, Per Diem reiumbursement & travel cost @ .625 per mile or federal rate |  |  |  |   |
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| \*Completed Season bonus received if at least 95% of assigned inspections are completed - to be paid end of season |  |  |   |
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| \*Hourly rate ONLY for office remediation |   |   |   |   |   |   |   |