

Assistant District Supervisor – Riverdale District

Primary Duties and Responsibilities:

The Assistant District Supervisor (Riverdale District) assists the District Supervisor with organizing and coordinating the inspection program. Job responsibilities include the following:

- Assisting in the coordination and supervision of all phases of tomato inspection at a group of grading stations.
- Assisting in hiring, training, assigning, rotating, supervising, evaluating, motivating and correcting crews of tomato inspectors.
- Maintaining appropriate supply and equipment levels at assigned stations.
- Establishing and maintaining employee schedules, reviewing and approving employee attendance and distributing payroll checks.
- Meeting and conferring with industry representatives about inspection concerns.
- Following and teaching safe work habits, recognizing and correcting unsafe practices, preparing initial injury and accident reports.
- Conducting safety meetings in accordance with district policy.
- Informing supervisors and co-supervisors of all relevant station events and changes.
- Assuming other duties as the need and opportunities arise.

Minimum Qualifications:

- Education equivalent to High School education
- A full season (over 320 hours) inspecting tomatoes for PTAB
- Valid driver's license and a current DMV print-out.
- Ability to perform the essential functions of a tomato inspector.
- A car in good condition and proof of current valid auto insurance.
- Satisfactory job evaluations.
- Willingness to work long, irregular hours and travel as required.
- Attend meetings as required.

Desirable Qualifications:

- Good verbal and written communication skills.
- Proven ability to train, discipline and motivate employees.
- Ability to work harmoniously with others.
- Proficiency with general computer skills (Email, Internet Browsers, Excel, Word) and knowledgeable with various grading station software systems.
- Extensive knowledge of tomato inspection procedures and defect definitions.
- Willingness to work long, irregular hours and travel as required.

- Maintain consistent and open communication with District Supervisor, especially as it relates to personnel issues and industry concerns.
- Know when to take initiative and when to consult or inform supervisors.
- Demonstrated credibility and loyalty to PTAB and the tomato industry.
- Exhibited punctuality and reliability.

Hourly Pay Rate: \$22.26 to \$25.28 depending on experience

To apply submit a fully completed PTAB application ([available here](#)) by **June 8th, 2021 or until the position is filled**, to PO Box 1800, Davis, CA 95617, or FAX at 530-750-1072, or email to info@ptab.org You may also drop applications off at the Lemoore office.