

PROCESSING TOMATO ADVISORY BOARD  
DISTRICT MANAGER (DM): RIVERDALE DISTRICT  
NON-SEASONAL POSITION

DUTIES: Includes these, but not limited to:

- organizes and coordinates a district inspection program.
- assists supervisors in determining the district's program goals for upward mobility, responsible for designing and executing a plan to achieve them.
- follows district policies to train, hire, lead, supervise, evaluate, encourage and correct the crew when necessary.
- recruits, interviews, hires and lays off seasonal crew.
- evaluates needs and submits candidates for promotion.
- reviews and approves all appointments and payrolls.
- prepares detailed reports for management concerning PTAB goals, personnel ratings, accidents, grievances, station conditions, production levels and productivity.
- ensures safe work areas and practices, hazard removal, accident investigation and promotes safety awareness.
- establishes and maintains cooperative relations with processors, producers, stations and trucking companies.
- handles public relations, station tours and media visits with the approval of upper management.
- is responsible for the uniformity and integrity of the grade, all testing procedures and special services.
- keeps upper management informed of District changes; events, issues; personnel, and inspection process. Clear and consistent communication.

MINIMUM QUALIFICATIONS: (PROMOTIONAL POSITION)

- must meet same requirements as a Senior position.
- must have a valid driver's license, a car, proof of insurance, and provide PTAB with a current DMV printout.

NECESSARY KNOWLEDGE, SKILLS, and ABILITIES IN:

- performing the essential functions of the job.
- interpreting and applying Board policies and procedures to inspection problems and circumstances.
- solving problems and disputes involving processors, producers, truckers or station managers and their crews.
- remaining calm, focused and tactful under professional pressure.
- understanding and fostering best practices of personnel management: training, supervision, evaluation, motivation, and communication.

HOURLY COMPENSATION: Step One: \$35.14

Step Two: \$37.70 (After 2,080 straight-time hours at step one wage.)

(Only the Board Manager can modify the terms and conditions of this description.)

To apply submit a resume and cover letter by **April 25th, 2025**, to P.O. Box 1800, Davis, CA 95617, or FAX at 530-750-1072, or email to [info@ptab.org](mailto:info@ptab.org) Interviews will be scheduled shortly thereafter.