

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

This is a developmental position in which the incumbent will be provided training so that they can become qualified for a Tech 4 meat inspector, whose position is responsible for providing assurance that Alberta licensed operators are complying to legislated animal welfare and food safety requirements in the production of safe meat products for Albertans.

Reporting to the Regional Supervisor, the developmental meat inspector is trained to eventually provide front line (on-site) inspection service while working independently and with limited onsite supervision. The incumbent will be trained to monitor to applicable federal legislation or initiatives in collaboration with the Canadian Food Inspection Agency (CFIA) or other regulatory associations or stakeholders such as AB SPCA and the Chief Provincial Vet.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Learns to provide front-line slaughter and meat processing inspection services under the supervision of a Tech 4 Meat inspector trainer and Regional Supervisor (RS).

* Learns to provide ante and post-mortem inspection of food animals including beef, pork, poultry and alternative livestock species.

* Learns how to assure that operators achieve compliance with affiliated legislation such as the:

- * Meat Inspection Act and Regulations (MIA/MIR):
- * Meat Facility Standards (MFS)
- * Livestock Identification and Commerce Act (LICA)
- * Animal Protection Act and Regulation (APA/APR),
- * Animal Health Act (AHA) as well as
- * MDIS Directives, and other relevant provincial or federal legislation.

* Learns how to verify compliance to animal welfare and takes appropriate action in cases of non-compliance.

* Learns how to complete slaughter/meat facility inspection reports, identifying and assuring that facility non-compliance is documented and resolved according to the Compliance and Enforcement policies.

* Learns how to conduct meat processing inspection reports, identifying and assuring that facility non-compliance is documented and resolved according to the Compliance and Enforcement policies.

* Learns how to conduct compliance inspections of licensees where required and conducts appropriate follow up for noncompliances.

* Learns how to provide appropriate direction to ensure deficiencies are addressed in conjunction with risk assessment and Compliance Principles.

2. Provides feedback to support the continued improvement of the MDIS Inspectorate Training Program.

* Provides feedback to the trainer, mentor or Regional Supervisor (or alternate) as required through the duration of the training.

* Assists in the development and continuous improvement of the MDIS Inspectorate Training program including the development, maintenance and continual improvement of modules/materials or processes.

3. Participates in the Section's technology (IT) initiatives

* Learns how to utilize electronic equipment where necessary to complete inspection reports and submit to the Inspection database (e.g. Agridam or equivalent).

* Attends training, obtains assistance for IT equipment or technology applications or systems from others as required

* Learns how to participate in remote or technology based inspection options or programs as permitted by the legislation or Section's program and policy.

* Assists with daily data collection, storage and reporting as requested, including inspection program statistics and trend reporting as required.

4. Supports the Section's surveillance program, performing the necessary duties to fulfill the Section's requirements.

* Collects, prepares and submits samples and specimens for National Animal Health sampling programs that the Section participates in (e.g. GSP, Brucellosis, ASF, etc) and for pathology diagnosis and disposition.

* Collects, prepares and submits samples and specimens for the Section's microbial surveillance program (e.g. Listeria, PMP, E. coli in Pork, etc.)

5. Completes additional projects, duties or items as directed. This can include but is not limited to:

* Facilitating the traceability of livestock by collaborating with regulatory agencies and providing Animal Identification through CCIA, and Brand Inspection for Livestock Identification Services (LIS).

* Attending and proactively contributing to any team, regional, sectional or Divisional meetings or planning session/discussions.

* Maintaining awareness of events, information and changes that contribute to key regulatory outcomes to ensure operators remain informed.

* Actively contributing to the Section's OH & S initiatives, including staying current on job hazards (HACRs) and OH & S processes (e.g. required training, incident documentation, etc).

* Assists in the development or review of SOPs, Directives and operational policies where required.

* Other projects, tasks or duties as required or as assigned.

Problem Solving

Typical problems solved:

1. Identifies disease and conditions and determining the appropriate disposition for affected animals, carcasses or meat.
2. Monitors and verifies compliance to various pieces of provincial and federal legislation pertaining to the Alberta abattoir industry.
3. Identifies food safety and livestock welfare risks during onsite operations and uses risk assessment and compliance principles to take appropriate corrective and/or enforcement action.
4. Monitors and verifies the effectiveness of food safety and livestock welfare written programs or protocols and gives direction on and/or takes appropriate corrective action when required.
5. Communicates daily with operators and facility workers using tactical communication and conflict resolution skills.
6. Stays informed about program and legislative changes and references all relevant sources to assure inspection consistency across the province.
7. Works independently and without direct supervision in the field as the regulator where/when qualified to do so.

Types of guidance available for problem solving:

Developmental meat inspectors are accompanied by a fully trained tech 4 inspector until they have completed their training and are deemed by the Regional Supervisor to be fully competent to be working on their own. The Supervisor (Regional Supervisor) is also available by phone to help address more significant issues.

Direct or indirect impacts of decisions:

Incumbents of this position regularly encounter situations that deal with a high emotional intensity, requiring well developed tactical communication and conflict resolution skills. Inspectors must determine if carcasses are safe for consumption and decisions to condemn carcasses or portions can be a significant financial loss for the producer and operator. Inspectors can also suspend operations to address issues which can also impact business costs. Corrective actions to address food safety and livestock welfare often require additional resources or structural repairs and may have a significant financial cost to a business.

Key Relationships

Major stakeholders and purpose of interactions:

Licensed operators and workers- Inspector provide verbal direction and appropriate resources for low risk concerns and provides written reports and requests for higher risks or repetitive issues.
AB SPCA- inspector reports issues of livestock welfare to AB SPCA and provides videos, pictures and documentation to support potential enforcement activities.
Alberta Pork- Inspectors identify animals that have conditions (e.g. hernias) that should not have been allowed to progress to the current state and report concerns to Alberta Pork. Alberta Pork then works with the producer to understand the concern and make changes to mitigate any future concerns.
CFIA- Inspectors assist with foodborne illness outbreaks, Reportable animal disease (RAD) management (e.g. TB depopulation activities, etc.) and SRM verification in inspected abattoirs. They assist with sampling for certain CFIA led National surveillance programs (e.g. brucellosis sampling) and fill out documentation for the various collaborative activities.
LIS- Performs components of brand inspection, verifying manifest documentation and communicating concerns to designated LIS Brand Inspectors.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Science

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Animal science, Animal Health Technology, Veterinary Assistant, Food Safety or Food Science

Job-specific experience, technical competencies, certification and/or training:

Preference given to candidates who have two (2) year technical diploma in a related field and one (1) year of directly related experience, or equivalency.

Equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Technical Competencies (Knowledge, Skills and Abilities):

- Some knowledge and understanding of emerging food safety matters, humane handling and regulatory requirements for meat slaughter and processing.
- Some knowledge of animal anatomy, pathology and conditions.
- Knowledge of GMP and HACCP principles and food safety program requirements.
- Some knowledge and understanding of regulatory requirements and Acts and Regulations governing the meat industry and how to apply them.
- Practical knowledge of meat production environments and meat processing techniques.
- Some interpersonal skills in tactical communication, conflict resolution, and relationship development
- Computer, phone and technology skills (e.g. Microsoft, Excel)
- Time management and organizational skills
- Ability to work in a self directed environment
- Ability to retain large volumes of technical information
- Ability to monitor facility practices and compare them to written programs.
- The ability to work both independently and as part of a team while demonstrating the Alberta Public Service (APS) values of respect, integrity, accountability and excellence are essential for success.

Position Physical Requirements:

- Requires routine work in an active movement capacity at various abattoir site locations, including but not limited to: Frequent driving alone to job sites, occasional prolonged (2 to 3 hours one way) driving to job sites and extended working hours (occasional work shifts up to 12 hours) to complete assigned field work.

Continuous visual and auditory attention is required; it is necessary to focus on animals as well as peripheral activities. An ability to work at inspection stations on a slaughter floor for up to 7.25 hrs on a routine basis, including:

- Occasional lifting up to 50 lbs
- Frequent lifting up to 20 lbs
- Frequent standing
- Occasional reaching above shoulder height
- Occasional climbing of stairs, ladders or lifts
- Repetitive use of hand tools (knives, steels, etc.)
- Ability to work under varying site conditions, including driving in inclement weather and working within wet surface areas/environments (e.g. on kill floors).

Valid Alberta driver's license and ability to drive using a vehicle within the Province of Alberta.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information	Inspectors work at a variety of inspected abattoirs with different risks and processes. Each facility is operated by different people with different personalities and different perspectives and understanding about food safety and livestock

		<p>on changes</p> <ul style="list-style-type: none"> • Open to new ideas and helping co-workers 	<p>welfare. Developmental inspectors need to be able to anticipate, assess and readily adapt. They need to be open to new ideas and to learning different techniques in handling unique facility specific situations.</p>
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	<p>Developmental inspectors learn to become comfortable with communication and conflict resolution with operators, and with making quick decisions that often result in additional costs to the business and that operators or workers may not like or agree with. Meat inspectors are part of a regional team and must work collaboratively with other members of the team to deliver inspection service in a professional and consistent manner.</p>
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>Inspectors must often find creative ways to address unique issues. There are a multitude of variables that must be considered and finding a practical and reasonable solution can sometimes be tricky. A risk assessment and evaluation of the situation and its possible solutions, as well as application of compliance principles is required to properly address each problem.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking 	<p>Developmental inspectors set goals for learning and improvement. They are open to continuous learning. They need to remain focused on delivering inspection service in a manner that assures legislation is met</p>

