

## 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 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 meat inspector provides front line (on-site) inspection service while working independently and with limited onsite supervision. The incumbent also verifies compliance 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. Provides front-line slaughter and meat processing inspection services.

- \* Provides ante and postmortem inspection of food animals including beef, pork, poultry and alternative livestock species
- \* Assures 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.
  - \* Verifies compliance to animal welfare and takes appropriate action in cases of non-compliance.
  - \* Completes slaughter/meat facility inspection reports, identifying and assuring that facility non-compliance is documented and resolved according to the Compliance and Enforcement policies.
  - \* Conducts meat processing inspection reports, identifying and assuring that facility non-compliance is documented and resolved according to the Compliance and Enforcement policies.
  - \* Conducts compliance inspections of licensees where required and conducts appropriate follow up for non-compliances.
  - \* Provides direction to ensure deficiencies are addressed in conjunction with risk assessment and Compliance Principles.
2. Contributes to the MDIS Inspectorate Training program
- \* Provides training for developmental inspectors
  - \* Provides feedback and progress on developmental inspector performance to the Regional Supervisor (or alternate) where required, and makes recommendations for improvement where required.
  - \* Serves as an assigned mentor for developmental inspectors as requested or required by the Regional Supervisor (or alternate)
  - \* 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.
  - \* Provides training program for Appointed Inspectors, and feedback to improve process of certifying and training Appointed Inspectors.
  - \* Completes training as required.
3. Participates in the Section's technology (IT) initiatives
- \* Utilizes electronic equipment where necessary to complete inspection reports and submit to the Inspection database (e.g. Agridam or equivalent).
  - \* Provides training, assistance or trouble shooting on IT equipment or technology applications or systems to others as required or requested
  - \* Remains current and proficient in all technology required for role, including keeping equipment and knowledge of IT or tech requirements updated, and taking efficient steps to receive additional training or assistance on tech systems where required.
  - \* Participates in remote or technology based inspection options or programs as permitted by the legislation or Section's program and policies.
  - \* Assists with data collection and reporting as requested, including inspection program statistics and trend reporting as required.
4. Supports the Section's surveillance program, performing the necessary duties as required 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, Salmonella in Poultry, E.coli in Pork, etc.)
  - \* Collaborates with operator and Sectional staff where required to communicate sampling results and/or to follow up, including troubleshooting possible process changes when there are sampling concerns or sample result concerns.
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 sessions/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)
- \* Assist in the development or review of SOPs, Directives and operational policies.
- \* 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).
- \* Any other special projects, tasks or duties required to assure that the Department achieves its goals.

### Problem Solving

Typical problems solved:

1. Identifies disease and conditions and determines 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

Types of guidance available for problem solving:

Inspectors are often required to make quick "on the spot" decisions to address food safety and livestock welfare risks and cannot always rely on help from someone else. The Supervisor (Regional Supervisor) is 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 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 the 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 can then work 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	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science	Other	

If other, specify:

Animal science, Animal Welfare, Animal Health/Vet Technology, Food Safety or Food Science

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

2 year technical diploma in a related field, plus minimum of two (2) years of directly related meat inspector experience (i.e. working as an inspector on kill floors in Canada (CFIA or other Provincial Meat inspection program)\*)

**Equivalency:** 1 year of directly related Canadian meat inspector experience for each year of education considered.

\*Canadian Meat inspector experience may not be substituted with other education or experience.

**Technical Competencies (Knowledge, Skills and Abilities):**

- Thorough knowledge and understanding of emerging food safety matters, humane handling and regulatory requirements for meat slaughter and processing.
- Knowledge of organoleptic inspection techniques including knowledge of anatomy, pathology and conditions in order to make appropriate evaluations relating to fitness of meat for human consumption.
- Knowledge of GMP and HACCP principles and food safety program requirements.
- Knowledge and understanding of regulatory requirements and Acts and Regulations governing the meat industry and how to apply them.
- Practical knowledge of meat slaughter environments and meat processing techniques.
- Well developed interpersonal skills in tactical communication, conflict resolution and relationship development.
- Computer, phone and technology skills (e.g. Microsoft, Agridam, 1gx, Safety aware)
- Time management and organizational skills
- Ability to work in a self directed environment
- Ability to retain large volumes of technical information, including completion of all in house training.
- 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.
- 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes	Inspectors work at a variety of inspected abattoirs with different risks and processes. Each facility is operated by

		<ul style="list-style-type: none"> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>different people with different personalities and different perspectives and understanding about food safety and livestock welfare. Inspectors need to be nimble and proficient in anticipating, assessing and adapting. They need to be open to creative ways on how to meet the outcome of the legislation.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>Inspectors are required to work proactively with operators when the requirements of the legislation are not being met. They make difficult decisions that often result in additional costs to the business and they must find a way to work collaboratively with an operator and workers who may be challenging or may not like or agree with the request. Meat inspectors are part of a regional team and must work collaboratively with other inspectors to deliver inspection service in a professional and consistent manner. Strong verbal communication skills are required.</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"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	<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</p>

			properly address each problem.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>Works to exceed goals and partner with others to achieve objectives:</b> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	Although fully qualified, inspectors need to be open to continuous learning and continuous improvement. Focus on performance and receptiveness to collaborating with others, whether it be internal or external. They are able to apply past situations and learnings for even better results in the future.

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature