



## **PCO Contract Inspector\* Expectations and Qualifications**

\*not an employed position at PCO

### **Introduction**

Contract inspectors conduct inspections and support the responsibilities of the Inspections Team. Quantity of work is not guaranteed and will generally be seasonal. Contract inspectors are responsible to both the Inspections Program Coordinator and the Inspections Program Manager.

### **Contractor Expectations**

- Conduct inspections in a timely manner in accordance with PCO policies and procedures
- Participate in inspector-training sessions including the PCO Inspectors Meeting and other PCO training sessions such as webinars
- Communicate effectively with clients, the inspections team and the certification team regarding inspections
- *Optional* - Assist apprenticeship training to prospective inspectors

### **Minimum Qualifications**

- Knowledge/Experience
  - Certificate of Completion from an Independent Organic Inspector Association (IOIA) training course or equivalent on category of inspections to be performed (crops, livestock, processing)
  - Completion of apprenticeship in category of inspections to be performed (crops, livestock, processing, or forest grown) with satisfactory evaluation from mentor
  - Competency in the subject matter of the inspections being performed
  - Knowledge of organic standards and regulations
  - Familiarity with certification procedures
- Skills
  - Attention to detail
  - Excellent organizational skills
  - Excellent time management skills
  - Excellent communication, writing and interpersonal skills
  - Computer proficiency: word processing, spreadsheets, internet research
- Abilities
  - Analytical problem-solving ability
  - Ability to manage multiple priorities and perform within deadlines
  - Ability to work with minimal supervision while understanding the necessity for communicating and coordinating work efforts with others.

- Ability and willingness to travel extensively throughout the certification region and occasionally outside the region
- Ability to complete reports according to PCO's procedures, expectations and timelines
- Ability to track and report expenses accurately according to PCO's procedures, expectations and timelines
- General
  - Perform work in accordance with IOIA Code of Ethics and Code of Conduct
  - Understand and appreciate importance of extraordinary customer service
  - Keep up with technological requirements of PCO systems
  - Act as a 3rd party representative of PCO and demonstrate dedication to PCO's mission and commitment to customer service

Inspection work often requires driving, working outdoors, walking, standing, bending and occasional light lifting.