

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**WAREHOUSE/GRAIN DEALER EXAMINER SUPV.**

**DEFINITION**

Under general supervision, supervises special examinations and investigations of grain and agricultural product warehouses and grain dealers in a designated area of the state, performs difficult examinations or investigations; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Directs and/or performs special or complex examinations to gather additional information in regard to a grain dealer's ability to pay or the ability of a warehouse person to deliver grain upon demand by reviewing, extracting, and recording qualitative and/or quantitative data from ledgers, scale tickets, settlement or assembly sheets, bills of lading, warehouse receipts, checks or payment records, daily position records, contracts, and any other records as necessary.

Trains new employees to assure that they learn the proper methods and procedures by making work assignments and structuring training procedures.

Works with subordinate examiners periodically to assist them in improving their skills and to assure uniformity in the examination process by physically observing an examination and/or conducting refresher training sessions.

Investigates complaints to determine if dealers and/or warehouse persons have failed to comply with the rules and regulations by performing an examination or reviewing books and records as necessary.

Compares previous examination results to the books and records to assure that the warehouse and grain dealer records have been maintained accurately and payment has been made as is required by State code and Departmental regulations.

Makes physical measurements, computes the inventories of grain and other commodities, and makes inspections of grades and qualities in order to determine the inventory, grade and quality balance and compare with warehouse records by climbing ladders on tanks or other structures, riding manlifts, crossing catwalks from one facility to another, walking through the grain, and using such tools or aids as measuring tapes, grain probes, test weight equipment, sampling and grading equipment, capacity charts, adding machines, calculators, and typewriters.

Inspects facilities to assure the proper and safe storage of grain and commodities by checking and recording findings on leaks, contamination from chemicals, control of rodents and birds, fire hazards, and inspecting the safety features of ladders, manlifts and catwalks.

Checks for and records the amount of fire and windstorm insurance carried to verify that stored grain and commodities are adequately insured.

Assists warehouse persons and grain dealers in preparing applications for licenses to assure compliance and establish proper policies and procedures by explaining the provisions of the warehouse and grain dealers code and Departmental regulations.

Prepares inspection reports in order to reflect compliance with or violation of the Iowa Code, Departmental regulations, and federal policy.

Confers with the appropriate warehouse persons in order to request corrective action, if needed, by telephone, mail, or in person.

### **COMPETENCIES REQUIRED**

Knowledge of business arithmetic and bookkeeping principles involved in preparing and maintaining records.

Knowledge of the policies, methods and procedures involved in the buying, handling, storing and selling of grain and farm consumable products.

Knowledge of sanitary principles as they relate to the storage of grain and farm consumable products.

Knowledge of the basic safety practices related to warehouse storage facilities.

Knowledge of the applicable codes, regulations, and policies governing the buying, handling, storing and selling of grain and farm consumable products.

Ability to plan, organize, control, and effectively supervise the work of subordinates.

Ability to climb and work in high and cramped quarters requiring physical agility.

Ability to learn and apply the State code and Departmental regulations which govern the operation of Iowa grain dealers.

Ability to apply the above knowledges in the conducting of inspections and investigations.

Ability to understand and explain the code, regulations and policies and secure compliance with the same.

Ability to prepare reports of facts, conclusions, and recommendations from findings.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Thirty months of work experience examining the records of the purchase, sale and storage of grain in a grain handling facility for a governmental regulatory agency;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to twenty-four months of full-time work as a Warehouse and Grain Dealer Examiner.

### **NOTE:**

Applicants must be in good health and be able to perform the previously described duties (with the proviso that a physician's statement may be required as evidence of physical fitness to do the work).

Applicants must be willing to relocate their place of residence if necessary.

Incumbents in many of these positions will be required to travel and stay out overnight. Incumbents will be required to make arrangements on their own regarding transportation to and from assigned work areas. Some out of state travel may be required as assigned by the agency of employment. Selected positions may require incumbents to provide their own means of transportation in order to conduct state business.

Effective Date: 7/85 BW