



## **MOFGA Certification Services, LLC** **Job Description**

### **Inspector**

**Overview:** The Staff Inspector performs organic inspections, including applicant, annual and unannounced inspections, pesticide residue sampling, and generates reports and other documents for MOFGA Certification Services (MCS). This position will also assist MCS with training, auditing, and evaluating inspectors in our inspector pool. Staff Inspectors are expected to work with office administration and certification specialists regarding scheduling of inspections, timely return of completed reports, and to relay any issues associated with the certification process of a particular client.

**Direct Supervisor:** Certification & Quality Specialist

**Position:** Salaried. This position is considered Exempt under the Federal Fair Labor Standards Act. The employee is not eligible for overtime payment.

**Work Week:** This is a full-time position; normally 40 hours per week; some weekend and evening hours as needed

**Salary Range:** The starting salary range for this position is \$41-\$44,000 annually, dependent upon experience. MOFGA has an excellent benefits package including medical, dental and vision insurance and paid parental leave. Employees receive a generous time-off package including paid vacation and sick time, three personal days, and 14 paid holidays annually, with additional paid holiday time at the end of the year.

**Location:** This position requires travel within MCS' service territory, off-site visits to clients, as well as, office-based work. The service territory includes the entire state of Maine, the state of New Hampshire, and the northeastern areas of Massachusetts. There are opportunities for remote and flexible work arrangements but this position is required to be based within the service territory.

#### **Preferred Qualities of the Inspector:**

- Familiarity with the National Organic Program regulations as it applies to all categories of organic and conventional production.
- A demonstrated working knowledge of organic/sustainable food production. Familiarity with livestock and value-added processing of agricultural products a plus.
- Familiarity with regulatory processes and the role of inspections.

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- Able to work with minimal supervision.
- Ability to work under time constraints and to meet deadlines, depending upon the type of assignment or required by MCS policy.
- Ability to communicate effectively, especially in writing.
- Excellent organizational skills, including: time management, attention to detail, and the ability to recall from memory or detailed notes.
- Excellent interpersonal skills.
- Ability to independently use computers, internet and related databases, and video conferencing technology.
- Must be able to handle difficult situations constructively, with objectivity and professionalism.
- Ability to directly schedule inspections in allotted time tables balancing needs of MCS and the client.
- Audit, interview, observational and intermediate math skills, as well as a memory for detail.
- Valid driver's license and reliable vehicle.
- Must be able to travel to attend meetings, training workshops and conferences, not all of which are local. Overnights a possibility.
- Due to the geographic scope of MCS' service area, the inspector must be based within the service territory.
- IOIA training (or equivalent) and prior organic inspection experience preferred.
- College degree in agriculture or related field. Applicants with degrees in unrelated disciplines may apply if they have relevant agricultural and/or regulatory experience.

#### **Duties and responsibilities:**

1. Performs a significant percentage of MCS annual inspections (one-fifth of total inspections annually, or roughly 100).
2. Generates electronic inspection reports for evaluation by MCS certification specialists.
3. Reports non-compliances to MCS staff as they are discovered in the field.
4. Conducts unannounced inspections including taking samples and following chain-of-custody protocols.
5. Investigates complaints, allegations of non-compliances and violations.
6. Assist in the production of documents and publications such as policies, report templates, newsletter articles, and fact sheets.
7. Assist in training and evaluating new inspectors.
8. Attends MCS staff meetings and MOFGA staff meetings as appropriate or required.

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9. Other duties and responsibilities as deemed necessary to carry out MOFGA's certification program and maintain accreditation with USDA.

**Physical Requirements:** Ability to walk long distances over rough terrain; occasional light lifting; ability to drive and travel long distances by car. Able to work in outdoor conditions that include all types of seasonal weather, as well as, inside environments where there may be loud noises or strong odors. Ability to sit for long periods to participate in meetings and conduct organic inspections, whether in person or over video conference platforms.

*The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ individuals, as well as veterans to apply.*