

APIARY INSPECTION SUPERVISOR

This is technical and supervisory work in directing the field operations of the State's Apiary Inspection Program to ensure compliance with the state and federal laws, rules, and regulations that govern the bee and honey industry and to promote beekeeping.

Employee directs and supervises the activities of a staff of field Apiary Inspectors. Work requires input into the policies and procedures, survey techniques, containment programs and additions and/or revisions in laws, rules and regulations. Work is performed under the supervision of the Biological Control Administrator. Employee maintains close contact with the North Carolina Beekeepers Association, university apiary specialists and other professional, apiarists, the beekeeping industry, the general public, and performs related work as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee participates in program planning and provides input into budget, personnel and equipment needs, record-keeping, and operational procedures. Employee plans work operations for the entire state, establishes work priorities, and implements operational procedures.

Organizing and Directing - Employee assigns work areas to field personnel according to the workload, reassigns work areas or priorities as a result of emergencies or changes in program activities, and maintains program progress by establishing deadlines and shifting workloads as the need arises.

Budgeting - Employee determines materials, supplies and equipment necessary for carrying out program operations, approves and monitors travel and attendance at meetings, and submits requests to the Biological Control Administrator for additional personnel or equipment.

Training - Employee provides structured on-the-job training to new Apiary Inspectors and provides for additional staff training when a new procedure or program is introduced.

Setting Work Standards - Employee has input into the establishment of program policies, work standards, and procedures, and implements these. Employee also has input into the review, addition and/or revisions to state laws, rules, and regulations governing the programs.

Reviewing Work - Employee monitors the work of the Apiary Inspectors through work reports and by participating with them in inspections.

Counseling and Disciplining - Employee is responsible for counseling subordinate Apiary Inspectors and initiating disciplinary action in conjunction with the Biological Control Administrator.

Performing Other Personnel Functions - Employee makes recommendations concerning selection, appointments, promotions, merit increments, and other changes in employee status.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Programs are of a permanent nature and usually stable. Introduction or threat of introduction of novel bee pests and diseases into the state requires the modification of procedures, priorities, work sites, and the workload. Employee must stay abreast of these changes, revisions in regulatory procedures, standards and policies, and educate the staff in these changes.

Variety of Work Supervised - Employee supervises Apiary Inspectors in the enforcement of the North Carolina Bee and Honey Act and regulations established by the North Carolina Board of Agriculture.

Number of Employees Responsible For - Employee supervises six Apiary Inspectors.

III. EXTENT OF SUPERVISION RECEIVED: Employee discusses changes and work procedures in existing programs, and in workload with the Biological Control Administrator. Employee provides input into the development and planning of new programs with the supervisor. Work is reviewed informally through meetings and discussions on the status of projects.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - Temporary employees occasionally augment the standard work force.

Physical Dispersion of Employees - Employees are located in varying geographical areas across the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the beekeeping industry, including detection of diseases and methods of treatment, sanitation, production factors, and determining the causes of bee losses. Considerable knowledge of the apiary laws and regulations. Ability to train and supervise field staff in regulatory and service activities. Ability to determine program goals and priorities and to evaluate program effectiveness. Ability to explain and interpret laws, rules, and regulations affecting the area of work. Ability to establish and maintain effective working relationships with state and federal agencies, the beekeeping industry, extension agents, fruit and vegetable growers, and the general public. Ability to communicate effectively in oral and written form.

Minimum Training and Experience Requirements - Bachelor's degree in biology, entomology, zoology or pest management including courses in insect biology and ecology, social insect behavior and microbiology from an appropriately accredited institution and one year of closely related entomological experience; or an equivalent combination of education and experience.