**Position Title: Jr. Inspector**

**Department: Inspections**

**Reports to: Manager**

**Employment Status: Full-time 37.5 hours per week, at minimum**

**Work Hours: TBD based on business needs between the hours of 5:00AM to 7:00PM with possible overtime**

**FLSA: Non- Exempt**

**Supervisory Responsibilities: N/A**

**Position Summary:** As a Jr. Inspector within the Inspections Department, you will play a crucial role in ensuring the safety, compliance, and operational efficiency of our transportation services. You will conduct thorough inspections and audits of vendors, programs, and various modes of transportation, ensuring adherence to contractual agreements and regulatory standards.

**Essential Functions/Position Responsibilities:**

* Performing regulatory inspections and investigations to support compliance with contractual obligations.
* Identifying non-compliance issues with equipment or procedures and recommending corrective actions.
* Conducting audits of new vendors' onboarding processes.
* Accurate and timely entry of inspection and audit results into our database.
* Addressing vehicle safety violations and potential contractual breaches.
* Regular monitoring and prioritization of emails, with prompt follow-up actions.
* Engaging in both covert and overt inspection activities.

***When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.***

**Qualifications:**

* High School Diploma or equivalent required.
* Minimum of 1-year related experience preferred; industry-specific experience a plus.
* Valid, unrestricted driver's license.
* Proficiency in Microsoft Office Suite (Outlook, Word, Excel) and database management.
* Strong communication skills (oral, written, and listening).
* Ability to handle confidential information with discretion (e.g., CORI, PHI, HIPAA).
* Knowledge of QA tools, concepts, and methodologies is desirable.

**Skills:**

* Exceptional organizational and time management capabilities.
* Detail-oriented with a commitment to accuracy.
* Multitasking proficiency in a fast-paced environment.
* Basic inspection knowledge, with the ability to apply skills and knowledge acquired through on-the-job training.
* Independent worker with strong team collaboration abilities.

**Working Environment and Physical Demands:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL REQUIREMENTS** | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Ability to work closely with diverse group of people |  |  |  | X |
| Regular, predictable attendance |  |  |  | X |
| Ability to sit for extended period |  | X |  |  |
| Use of hands and fingers to operate telephone and computer |  |  | X |  |
| Moderate noise |  | X |  |  |
| Hearing |  |  | X |  |
| Dusty Environment |  | X |  |  |
| Exposure to Fumes/Odors |  | X |  |  |
| Exposure to Heat/Cold Temps |  |  | X |  |
| Climbing Stairs |  | X |  |  |
| Walking |  | X |  |  |
| Stress |  |  | X |  |
| Standing |  |  | X |  |
| Stooping |  | X |  |  |
| Bending |  | X |  |  |
| Climbing Ladder | X |  |  |  |
| Twisting Neck |  |  | X |  |
| Reaching/Pulling/Pushing | X |  |  |  |
| Lifting 10 lbs. or less |  | X |  |  |
| Lifting 40 to 50 lbs. | X |  |  |  |
| Driving |  |  | X |  |
| Specific Vision Abilities- close vision due to computer work |  |  | X |  |
| Color Vision – Ability to identify and distinguish colors |  |  | X |  |
| **COGNITIVE**  **REQUIREMENTS** | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Communication Oral |  |  |  | X |
| Communication Written |  |  | X |  |
| Interpreting Skills |  |  | X |  |
| Implementing |  |  | X |  |
| Evaluating |  |  | X |  |
| Organizing |  |  | X |  |
| Consulting |  | X |  |  |
| Analyzing |  | X |  |  |
| Presenting | X |  |  |  |
| Supervising | X |  |  |  |
| Ability to Deal with Stressful situations |  | X |  |  |
| Ability to Deal with Trauma, grief, death | X |  |  |  |
| Ability to deal with Public Contact |  |  |  | X |
| Decision making |  | **X** |  |  |
| Work with Others |  |  | X |  |
| Work Alone |  |  | X |  |
| Concentration |  |  | X |  |
| Comprehend and follow instructions |  |  |  | X |
| Relate to Others |  |  | X |  |
| Influence Others |  | X |  |  |
| Perform complex or varied tasks |  | X |  |  |

**Special Comments:**

**Manager Signature: Date:**

**Human Resources Signature: Date:**

**Printed Employee Name:**

**Employee Signature: Date:**

**CC: Personnel File**