

**LABOR INSPECTOR 1****Nature of Work**

Performs beginning level inspection and compliance monitoring work in the areas of boiler safety, elevator safety, heavy scale truck operator, labor standards, manufactured housing, metrology, occupational safety, weights and measures. Acquires the knowledge, skills and abilities to successfully perform duties of a higher level inspector. Considerable travel required. Performs related work as required.

**Distinguishing Characteristics**

The Labor Inspector 1 is distinguished from the Labor Inspector 2 by the beginning level of inspection and compliance monitoring work.

**Examples of Work**

Participates in a formal training program to become familiar with the state labor laws and the methods of conducting compliance investigations.

Enters place of business and presents identification to appropriate person and explains purpose of visit; tours establishment and determines to which laws established is subject.

Reviews any pay and time policy handbooks and audits representative sample of payroll to determine if employer is in compliance with minimum wage and overtime compensation laws; performs thorough audit when violations are indicated using check stubs and other records as verification of amount paid, hours of overtime worked, rate of pay, correct date and standard deductions.

Examines records of employees to assure adherence to employers policy and labor laws.

Checks work permits and/or certificates of age of minors employed by establishment and assures that minors are not performing hazardous duties.

Inspects scales and measuring devices used to meter consumer commodities by apply certified test measures.

Inspects registrations and licenses of manufacturers and merchants of goods for compliance with state laws.

Inspects packaged commodities for correct labeling.

**LABOR INSPECTOR 1 - CONT'D.****Examples of Work - Cont'd.**

Makes informal preliminary visit to workplace to determine possible hazardous conditions that may be encountered and determines types of testing equipment needed for official consultation

Checks for the hazards in the workplace; performs walk-through inspection of workplace; examines structural condition of building, checking soundness of floors, stairs, guardrails, doorways, scaffolding and shoring; checks layout for adequate space in aisles and between machinery.

Completes appropriate forms and takes detailed notes documenting findings.

**Knowledge, Skills and Abilities**

Knowledge of applicable labor laws and department policies and procedures.

Knowledge of proper inspection techniques and procedures as set forth by department.

Knowledge of basic auditing practices and procedures.

Knowledge of court system.

Ability to interpret laws and standards and apply them to a particular situation.

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Ability to prepare routine written reports which indicate inspections performed, conditions found and actions taken.

Ability to accurately use test weights and measure devices.

**Minimum Qualifications**

**Training:** Graduation from a standard four-year high school or the equivalent.

**Training for the area of Metrology:** Graduation from a standard four-year high school or the equivalent and six semester hours of college level algebra.

**Experience:** Two years of full-time or equivalent part-time paid experience.

## LABOR INSPECTOR 1 - CONT'D.

**Minimum Qualifications - Cont'd.**

**Substitution:** An Associate degree from an accredited college or university may be substituted for the required experience.

**Substitution for the area of Heavy Scale Truck Operator:** No substitution.

**Substitution for the area of Weights and Measures:** An associate degree from an accredited college or university which includes six hours in math sciences and/or statistics may be substituted for the required experience.

**Substitution for the area of Metrology:** An associate degree from an accredited college or university which includes six hours in algebra may be substituted for the required experience.

**Special Requirement:** Must possess a valid West Virginia driver's license.

**Special Requirement for the area of Metrology:** Must possess a valid West Virginia driver's license. Must attend and successfully complete the Basic Metrology Training school held by the National Institute of Standards and Technology (NST) within one year of employment (All expenses paid by the Division of Labor).

**Special Requirement for area of Elevator Safety:** Within a period of one year from the date of employment must achieve a certificate of competency by passing a written examination addressing the construction, installation, operation, maintenance and repair of elevators and their accessories and shall have as its primary reference source the American National Standards Institute Code A17.1-1990 as required by WV Code 21-3 (C) and 42CSR21.

**Special Requirement for area of Heavy Scale Truck Operator:** Must possess and maintain a Commercial Drivers License. Must have and maintain a clear driving record as recorded with the Department of Motor Vehicles.

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LABOR INSPECTOR 1 - CONT'D.

Areas of Assignment

Boiler Safety  
Elevator Safety  
Heavy Scale Truck Operator  
Labor Standards  
Manufactured Housing  
Metrology  
Occupational Safety  
Weights and Measures

Established: 9/16/93  
Revised: 1/05/95, 6/18/96, 10/07/97, 7/20/07, 11/24/08  
Effective: 11/24/08