

LABOR INSPECTOR 2**Nature of Work**

Performs at the full-performance level conducting inspection and compliance monitoring in the areas of boiler safety, elevator safety, heavy scale truck operator, labor standards, manufactured housing, metrology, occupational safety, weights and measures. Responsible for the effective interpretation and application of federal and state laws and agency policies in the areas of assignment. Frequent interaction with business officials, consumers, magistrate and court officials and the public in the performance of assigned duties. Considerable travel required. May be responsible for orientation and training of lower level inspectors.

Distinguishing Characteristics

The Labor Inspector 2 is distinguished from the Labor Inspector 1 by the full-performance level of inspection and compliance. The Labor Inspector 2 may be responsible for orientation and training of lower level inspectors.

Examples of Work

- Enters place of business and presents identification to appropriate person and explains purpose of visit; tours establishment and determines to which laws establishment is subject.
- Assists in training entry level inspectors in departmental policies and procedures, proper inspection techniques and applicable labor laws.
- Examines records to assure adherence to labor laws.
- Conducts on-site inspections of elevators, employment records, safety, weights and measures, checks records for compliance with minimum wage and maximum hour standards act, and occupational safety and health violations.
- Completes appropriate forms and takes detailed notes documenting findings; prepares required written report of survey findings and recommendations and submits to division director.

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.
- Ability to meet and deal with the public in an effective and tactful manner.

LABOR INSPECTOR 2 - CONT'D.**Knowledge, Skills and Abilities - Cont'd.**

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

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

Ability to train entry level employees in proper inspection techniques, departmental policies and procedures and applicable labor laws.

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: Four years of full-time or equivalent part-time paid experience.

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

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

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

Special Requirement for the 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.

LABOR INSPECTOR 2 - CONT'D.

Minimum Qualifications - Cont'd.

Special Requirement for the 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.

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).

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, 11/24/08
Effective: 11/24/08