

8574

LABOR INSPECTOR 3

Nature of Work

Performs as a working supervisor for inspectors in a geographical area and conducts routine, special and complex inspections 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 orientation and training of subordinate inspectors, assigns and reviews work; assists in the evaluation, discipline and advancement of subordinate inspectors. Performs as a technical and procedural expert in the area of assignment. Performs related work as required.

Distinguishing Characteristics

The Labor Inspector 3 is distinguished from the other levels by the supervision of other inspectors in a geographical area and the complex inspections performed. Responsible for the orientation and training of subordinate inspectors.

Examples of Work

- Assigns work to lower level inspectors and reviews reports they submit; advises inspectors when complications arise during inspections.
- Assists in the development of policies and procedures regarding state labor laws; develops training regimens for new hires; assists director in the daily operations of the division.
- Examines records to assure adherence to policy.
- Conducts on-site inspections of employment records, 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.
- Exercises arrest powers as special police officer when circumstances warrant such action.
- Meets with employer for exit conference to explain results of inspection and if necessary negotiate and/or correction of violations; when voluntary compliance is not obtained, files suit as representative of commissioner on employees behalf.

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 train entry level employees in proper inspection techniques, departmental policies and procedures and applicable labor laws and supervise the work of others.
Ability to meet and deal with the public in an effective and tactful manner.
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.

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: Six years of full-time or equivalent part-time paid experience in the area of assignment.

Experience for the area of Heavy Scale Truck Operator: Six years of full-time or equivalent part-time paid experience in the operation of a motor vehicle with a gross weight of 50,000 lbs or more.

Substitution: Bachelors degree from an accredited college or university may be substituted for four years of the required experience.

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

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 four years of the required experience.

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

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

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 address 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 3 - 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 records 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
Effective: 10/07/97