

UTILITY INSPECTOR SUPERVISOR

NATURE OF WORK

This is supervisory work in planning, organizing, assigning and reviewing the work of utility inspectors engaged in the inspection of the physical plant, property, operational procedures and records of public utilities, licensed motor carriers and railroads regulated by the Public Service Commission (PSC). The work may involve exposure to hazardous materials and work environment. Travel in a designated region of the state is required. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first level of full supervision of utility inspectors. Plans, assigns, and reviews the work of subordinates, conducts performance evaluations and recommends personnel actions.

EXAMPLES OF WORK

- Plans, organizes, reviews the work of a group of utility inspectors.
- Assures the timely completion of utility, motor carrier and railroad inspections.
- Interprets state, federal regulations and PSC administrative decisions governing the regulation of utilities, motor carriers and railroads.
- Confers with utility, motor carrier and railroad officials on area of dispute in inspections and compliance requirements.
- Assures the proper training of utility inspectors.
- May investigate railroad accidents and determine causes.
- Testifies in the prosecution of violators and before the Public Service Commission.
- Prepares reports of utility inspection activity and maintains appropriate records.
- Evaluates the work of subordinate employees.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the facilities and operations of the assigned utility area.
- Knowledge of the codes, laws and regulations of the assigned utility area.
- Ability to conduct inspections and investigations of utility properties, operations and records.
- Ability to plan and direct the work of others.
- Ability to prepare written reports of inspections and investigations.
- Ability to maintain appropriate records.
- Ability to maintain effective relationships with utility officials, employees and the public.

UTILITY INSPECTOR SUPERVISOR - CONT'D.

MINIMUM QUALIFICATIONS

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

EXPERIENCE: Eight years of full-time or equivalent part-time paid experience in engineering, operations, maintenance or safety experience in a public utility or railroad; as an inspector or investigator in a utility regulatory setting; as a law enforcement officer or in a criminal justice field; in the operation of an industrial power distribution system or in the operation of a trucking fleet; two years of which must have been in a supervisory capacity.

SUBSTITUTION Successfully completed study in an accredited college or university in criminal justice, law enforcement, engineering, engineering technology, safety or industrial hygiene may substitute for the required experience on a year-for-year basis.

SPECIAL REQUIREMENTS Possession of a valid West Virginia drivers license. Employees must successfully meet federally-required certification standards by the end of the probationary period.

NOTE: Criminal justice/law enforcement experience and/or training is appropriate for the Motor Carrier Division only.

Established: 9/16/93
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