

**INSPECTOR I****Nature of Work**

Under direct supervision, performs work at the entry level by conducting inspections to determine compliance with various state and federal regulatory laws and regulations. Work is performed according to prescribed procedures and involves direct contact with employers, public officials, civic and labor groups and the public. Involves traveling throughout the state and working irregular hours. Performs related work as required.

**Distinguishing Characteristics**

The Inspector I is distinguished from the Inspector II by the absence of complex inspection duties. Problems are typically procedural or operational in nature and resolutions are derived from among more standard precedent. Work is characterized by more direct supervision and a training and developmental nature. NOTE: Promotion from the class may occur only if and when job duties and responsibilities change significantly enough to make a higher level classification more appropriate.

**Examples of Work**

Conducts routine and special inspections.  
Takes necessary action indicated by results of inspections, tests, and investigations.  
Follows up on complaints and reported violations.  
Fills out inspection check list or form and completes detailed inspection reports.  
Checks for requirements prescribed by law, such as proper licensing, record keeping, safety and sanitary conditions.  
May confer with officials concerning problems related to inspection assignments.  
May make recommendations concerning the proper application of laws, rules and regulations.

**Knowledge, Skills and Abilities**

Knowledge of proper inspection techniques and procedures.  
Knowledge of laws, rules and regulations of agency assigned.  
Ability to understand and follow oral and written instructions.  
Ability to express ideas clearly, both orally and in writing.  
Ability to prepare required forms, correspondence and reports.  
Ability to establish and maintain effective working relationships with other employees, officials, and the general public, and to deal with controversial matters in a tactful manner.  
Ability to perform physical tasks requiring some strength and agility.

9127

**INSPECTOR I**

**Minimum Qualifications**

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

**EXPERIENCE** Two years of full-time or equivalent part-time paid experience in a field closely related to the area of assignment, such as purchasing, barbering, beauty culture, law enforcement, investigations, safety inspection, weights and measures, transportation, highway construction or maintenance, industrial maintenance or responsible public contact work.

**EXPERIENCE FOR STATE FIRE MARSHAL'S OFFICE ONLY:** Two years of full-time or equivalent part-time paid or unpaid experience in the area of assignment is acceptable.

**SUBSTITUTION** (1) Successfully completed study in an accredited college or university may be substituted on a year-for-year basis. (2) Completion of a course in industrial safety under the sponsorship of the National Safety Council or the American Society of Safety Engineers may be substituted for Safety Inspector.

**SPECIAL REQUIREMENT** (1) Licensure and/or certification pertinent to area of assignment may be required. (2) A valid West Virginia driver's license may be required.

**AREA OF ASSIGNMENT FOR INSPECTOR I, II, III**

Barber and/or Beauty Culture  
Highway Construction or Maintenance  
Housing and Urban Development  
Industrial Maintenance  
Investigations  
Law Enforcement  
Manufactured Housing  
Mobile Homes  
Purchasing  
Responsible Public Contact Work  
Safety Inspection  
Transportation  
Weights and Measures

Established: 8/20/92  
Revised: 3/16/94, 8/4/11  
Effective: 8/4/11