

INSPECTOR II**Nature of Work**

Under general supervision performs work at the full- performance 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 employees, 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 II is distinguished from the Inspector I by the complexity of inspection duties and the level of independence with which the duties are performed. This class is distinguished from the Inspector III by the part that although the Inspector II may oversee support staff in relation to the completion of his/her own work, and train new employees, this class does not function in a lead or supervisory capacity.

Examples of Work

Conducts routine, complex, and special inspections.
Trains and instructs new employees in the techniques and procedures used in performing inspections, handling investigations, surveys, or complaints.
Takes action indicated by results of inspections, tests and investigations.
May check and evaluate the work and reports of subordinates in relation to the completion of specific assignments.
Makes recommendations concerning the proper application of laws, rules and regulations.
Completes and/or assists subordinates in the preparation of detailed inspection reports.
Maintains records pertaining to inspection schedules and results.
Checks for requirements prescribed by law, such as proper licensing, record keeping, security, safety and sanitary conditions.
May inspect and monitor procedures to assure compliance to state and federal agreements and specifications.

Knowledge, Skills and Abilities

Knowledge of laws, rules and regulations of agency assigned.
Knowledge of proper inspection techniques and procedures.
Ability to interpret and follow detailed instructions, specifications, manuals and other related guidelines.
Ability to instruct and supervise subordinates in inspection methods and procedures.
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.

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INSPECTOR II

Minimum Qualifications

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

EXPERIENCE Four 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: Four 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