

GENERAL DESCRIPTION OF CLASS

The MANUFACTURED HOME INSPECTOR inspects the construction and plans of manufactured homes for compliance with safety standards, investigates safety issues, enforces regulations, stops construction of unsafe manufactured homes, and provides technical information to the public, manufacturers, and other industry representatives.

DISTINGUISHING FEATURES

This position is a single classification and not currently part of a series.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Inspection

Inspects all phases of construction and alteration of manufactured homes designed as dwelling units for compliance with applicable codes, laws, rules, and regulations pertaining to design, construction, fire safety, plumbing, heat producing and electrical systems, fuel supply systems, structural and mechanical components of the structure.

Approves or rejects construction plans and other pertinent data for proposed manufactured home dwellings or alterations to verify compliance with applicable codes, laws, rules, and regulations.

Reinspects installations after corrections have been made.

Documents inspections on daily activity logs.

2. Enforcement

Analyzes information obtained from inspections and compares with applicable codes, laws, rules, and regulations to determine if all safety and code requirements have been met.

Completes and signs inspection report indicating approval of construction methods. Communicates minor or non-life threatening violations by posting a red tag to specify the violation which needs correction. Communicates major to life threatening violations by issuing a stop work order. Conducts in-plant record keeping audits and determines compliance with Federal housing regulations. Appears as court witness when necessary.

Drives through assigned geographical area to verify that construction activity is properly authorized by the applicable laws, rules, codes, and regulations, and that tradespersons are properly licensed.

3. Investigations

Investigates violations, injurious accidents, and complaints reported by industry or the public to determine whether regulations and statutes have been violated; accumulates evidence pertaining to investigations for use at hearings.

4.Education and Information

Answers general inquiries from the public and contractors on the requirements of the applicable safety codes, laws, rules, and regulations.

Reviews and applies changes in laws and codes to inspections and investigations.

Gives technical training relevant to manufactured home dwelling codes, laws, rules, and regulations to owners, manufacturers, contractors, and other industry representatives.

Participates in conferences and training sessions to learn new rules and changes in code.

RELATIONSHIPS WITH OTHERS

Employees in this class communicate several times per day with manufacturers and contractors by telephone and in person to schedule and conduct inspections, provide code and regulation information, receive and resolve complaints, and make recommendations.

Employees in the class have occasional telephone contact with agency code experts to obtain direction in unusual circumstances or for interpretation of vague language in the code.

SUPERVISION RECEIVED

Work performed by employees in this class is governed by the state laws, statutes, rules, and codes governing manufactured home dwellings, structural, mechanical, plans review, one and two family dwellings, parks, installation, and prefabrication.

Employees in the class receive work assignments and general direction through periodic contact by telephone and in person with the lead worker or supervisor. Work is reviewed by the lead worker or supervisor by reading daily reports, compliance reports, reviewing permit and license activity, occasional observations, occasional communication with the industry being served, and by spot-checking inspections for accuracy. The supervisor conducts a formal evaluation of the work at least annually through the performance appraisal process.

GENERAL INFORMATION

Employees in this class walk through, climb over, and crawl under manufactured home dwellings in manufacturing plants, dealer lots, and parks while making inspections. There is daily travel by motor vehicle to inspection sites within assigned geographical areas.

KNOWLEDGE AND SKILLS (KS)

General knowledge of the codes and regulations governing plumbing, electrical, heating, and ventilation equipment installations.

General knowledge of in-plant home manufacturing quality control procedures.

Basic knowledge of Housing and Urban Development (HUD) regulations governing primary inspection agencies.

Skill in recognizing noncompliance and procedural irregularities.

Skill in reading residential construction plans and diagrams.

Skill in explaining codes and regulations both verbally and in writing.

Skill in conflict resolution.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 11/92

Revised