



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CONSTRUCTION INSPECTOR AREA CHIEF

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Construction Inspector Area Chief	T4011S	65	70

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Inspect structures to determine structural soundness and compliance with specifications, building codes, Housing and Urban Development (HUD) Standards/Federal Regulations and other applicable statutes and rules. Inspections may be limited to a specific area, such as general building, electrical or mechanical/plumbing systems.

Nature of Work

The Construction and Building Inspector Supervisor devotes a substantial portion of time assigning, managing inspection areas, planning area inspector meetings and directly supervising work of at least two (2) full time equivalent employees and conducts inspections and enforces codes, laws, and standards in the regulation of the construction and/or manufactured housing industries. Generally specializes in one of the various disciplines of construction: electrical, mechanical, plumbing, general construction, or liquefied petroleum gas. Advanced inspectors may specialize in two or more of these areas. Make an initial inspection during the first phase of construction, and follow-up inspections throughout the construction project to monitor compliance with applicable statutes and rules. Investigates consumer complaints and monitors unlicensed activity. Manufactured housing inspectors conduct inspections and audits of manufactured homes, plants, retail lots, and offices. They also conduct inspections of foundations for manufactured housing units. Extensive travel will be required to properly manage the area of supervision.

Distinguishing Characteristics of Levels

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.

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- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Provide code and technical training for inspectors as directed by the Bureau Chief.
- Provide computer training for inspectors as directed by the Bureau Chief.
- Provide technical assistance in code review and development.
- Conduct public hearings and outreach meetings as directed by the Bureau Chief.

Minimum Qualifications

Applicants for a building, electrical, mechanical or LP Gas Construction Inspector shall have at least the MINIMUM qualifications set out below for the area of specialization:

Mechanical Trades, Plumbing, Gas Fitting: seven (7) years of journeyman and/or foreman level experience; OR four (4) years of experience as a Construction Inspector. Applicants for a Mechanical Inspector position may substitute technical, university, or college training in a mechanical or electrical field for up to two (2) years of the three (3) years journeyman or foreman level experience. The equivalency shall be calculated such that one (1) year of technical, university or college training shall equal one half (1/2) a year of journeyman or foreman level experience. Further, in conjunction with the technical, university or college training, the applicant must demonstrate at least one (1) year of related field experience in his trade as a journeyman.

Or

Electrical Trades: seven (7) years of journeyman and/or electrical foreman experience; OR four (4) years of experience as a Construction Inspector. Applicants for a mechanical or electrical inspector position may substitute technical, university, or college training in a mechanical or electrical field for up to two (2) years of the three (3) years journeyman or foreman level experience. The equivalency shall be calculated such that one (1) year of technical, university or college training shall equal one half (1/2) a year of journeyman or foreman level experience. Further, in conjunction with the technical, university or college training, the applicant must demonstrate at least one (1) year of related field experience in his trade as a journeyman.

Or

General Construction Inspectors: seven (7) years foreman level experience in General Construction; OR four (4) years of experience as a Construction Inspector. Applicants for a general construction position may substitute technical, university, or college training in a general construction field for up to two (2) years of the three (3) years of foreman level experience. The

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equivalency shall be calculated such that one (1) year of technical, university or college training shall equal one half (1/2) a year of foreman level experience. Further, in conjunction with the technical, university or college training, the applicant must demonstrate at least one (1) year of related field experience in his trade at a foreman level position.

Or

LP Gas: Any combination of training and experience totaling seven (7) years in the design or construction of LP Gas plants, transporters or appliances; as an LP Gas installer, dispenser, transporter, inspector or plan operator; or other related LP Gas occupation. One (1) year of such experience **MUST** have been in LP Gas installation; **OR** four (4) years of experience as a Construction Inspector.

Or

MHD Inspector requires six (6) years of experience in the field of Manufactured Home Repair, Construction, Servicing, Installation and/or Building, Mechanical or Electrical Trades; **OR** four (4) years of experience as a Construction Inspector.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Statutory Requirements:

If not already certified in his/her specialty as set out below, each inspector must pass the examination of a national certifying organization recognized by the Division within one (1) year of employment; and each inspector must then remain certified by such certifying organization.

- Electrical inspectors shall pass the certification test administered by the ICBO or IAEE, or an equivalent, as determined appropriate by the Electrical Bureau.
- Mechanical inspectors shall pass the certification test administered by the ICBO or IAPMO, or an equivalent, as determined appropriate by the Mechanical Bureau.
- General construction inspectors shall pass the certification test administered by the ICBO, or an equivalent, as determined appropriate by the General Construction Bureau.

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Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: N/A

Established: 06/22/12

Revised: 3/08/13

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.