



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CONSTRUCTION AND BUILDING INSPECTOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Construction and Building Inspector-I	T4011B	50	55
Construction and Building Inspector-II	T4011O	55	60
Construction and Building Inspector-III	T4011A	60	65

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

#### Occupation Description

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 general in nature or maybe limited to a specific area, such as electrical, mechanical or plumbing systems.

#### Nature of Work

Conducts inspections and enforces codes, laws, and standards in the regulation of the construction and 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.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Level I

- Under the general direction of a level II or III inspector, conducts inspections and enforces codes laws, and standards in the regulation of the construction in one specialty area: electrical, mechanical, plumbing, general construction, or liquefied petroleum gas.
- Conduct inspections of manufactured homes, plants, retail lots, and offices, and the foundations for manufactured housing units.

#### Minimum Qualifications

High School Diploma or GED.

- LP Gas Inspectors must have Three (3) years in the LP Gas Industry, One (1) of which must have been as an installer of LP Gas systems. One (1) year computer experience helpful and use of standard office equipment.

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- General Construction Inspectors at this level must have One (1) year foreman level experience in General Construction. One year experience as a building inspector.
- MHD Inspector requires One (1) year experience in the field of Manufactured Home Repair, Construction, Servicing, Installation and/or Building, Mechanical or Electrical Trades.

### Level II

- Independently conduct inspections and enforces codes, laws and standards in the regulation of the construction and manufactured housing industries.
- Building inspectors specialize in the following disciplines: electrical, mechanical, plumbing, general construction, or liquefied petroleum gas.
- Provide technical assistance to less experienced inspectors.
- Conduct independent inspections on consumer complaints.
- May be required to perform supervisory oversight of Level I inspectors.
- Employees of the Manufactured Housing Division conduct inspections or audits involving In Plant Inspection Agency (IPIA) or State Administration Inspection Agency (SAA).

### Minimum Qualifications

High School Diploma or GED.

- Electrical inspectors must have Three (3) years experience as certified electrical journeyman or Three (3) years of electrical foreman experience; or Two (2) years as Electrical Inspector – B experience.
- LP Gas Inspectors must have Five (5) years in the LP Gas Industry, Two (2) of which must have been as an installer of LP Gas systems. One (1) year computer experience helpful and use of standard office equipment.
- General Construction Inspectors at this level must have Three (3) years foreman level experience in General Construction; One (1) year foreman level experience and two (2) years General Construction Inspector – O experience.
- MHD Inspector requires Two (2) years experience in the field of Manufactured Home Repair, Construction, Servicing, Installation and/or Building, Mechanical or Electrical Trades.

### Level III

- 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.
- May be required to perform supervisory oversight of Level II inspectors.

### Minimum Qualifications

A High School Diploma or GED is required for work in the areas of Electrical, LP Gas, or General construction inspection. However, employees in the field of MHD inspection are required to hold a bachelors degree in any subject *or* an additional Four (4) years experience in the Manufactured Housing Field.

- Electrical inspectors must have Five (5) years experience as certified electrical journeyman or Five (5) years of electrical foreman experience; or Two (2) years as Electrical Inspector – O experience.
- LP Gas Inspectors must have Five (5) years in the LP Gas Industry, Two (2) of which must have been as an installer of LP Gas systems. Three (3) years experience as an LP Gas

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Inspector – O. One (1) year computer experience helpful and use of standard office equipment.

- General Construction Inspectors at this level must have Three (3) years foreman level experience in General Construction; One (1) year foreman level experience and two (2) years General Construction Inspector – O experience.
- MHD Inspector requires Four (4) years experience in the field of Manufactured Home Repair, Construction, Servicing, Installation and/or Building, Mechanical or Electrical Trades, to include Manufactured Home Inspections, In Plant Inspection Agency (IPIA) Inspections and/or State Administrative Agency (SAA) Monitoring of Manufacturer for Subpart I, SAA Records Reviews.

### 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.*

### Statutory Requirements:

Electrical Inspector – Construction Industries Licensing Act (CILA), New Mexico Statutes Annotated (NMSA), 1978, Sections 60-13-1.1, 60-13-33, 60-13-41, 42 and 43; New Mexico Administrative Code (NMAC), 14.5-10.

LP Gas Inspector – Liquefied and Compressed Gasses Act (LPG Act), NMSA, 1978, Section 70-5-1, et seq.; NMAC 19.15.4.

General Construction Inspector – CILA, NMSA 1978, 60-13-1.1, 60-13-33, 60-13-41, 42 and 43; NMAC 14.5-10

Mechanical/Plumbing Inspector - CILA, NMSA 1978, 60-13-1.1, 60-13-33, 60-13-41, 42 and 43; NMAC 14.5-10

Chapter 60 Business Licenses, Article 14 Manufactured Housing Cooperative Agreement with the Federal Housing and Urban Development Department.

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

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 01/26/2006

**Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*