



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CONSTRUCTION INSPECTOR SINGLE CERTIFICATION

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Construction Inspector Single Certification	T40111	55	60

**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 only one of the various disciplines of construction: electrical, mechanical, plumbing, general construction, or liquefied petroleum gas. By contrast, Construction Inspector Multiple Certification may specialize in two or more of these areas. Incumbents may 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

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.

- 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.
- Employees of the Manufactured Housing Division conduct inspections or audits involving In Plant Inspection Agency (IPIA) or State Administration Inspection Agency (SAA).

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Minimum Qualifications

If not already certified in a specialty as set out below, each Inspector must pass the examination of a national certifying organization recognized by the Construction Inspection Division within (1) year of employment; and each Inspector must then remain certified by such certifying organization in at least one of the following specialties:

Mechanical Trades, Plumbing, Gas Fitting: three (3) years of journeyman and/or foreman level experience; OR two (2) 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: three (3) years of journeyman and/or electrical foreman experience; OR two (2) 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: three (3) years foreman level experience in General Construction; OR two (2) 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 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 three (3) 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 two (2) years of experience as a Construction Inspector.

Or

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MHD Inspector requires two (2) years of experience in the field of Manufactured Home Repair, Construction, Servicing, Installation and/or Building, Mechanical or Electrical Trades; OR two (2) 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

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Design — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

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Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Time Management — Managing one's own time and the time of others.

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 IAEL, 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.

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: 06/22/2012

Revised: 03/08/2013

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.