

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV35181
Job Class Code:	400	Salary Schedule:	AREG
EEO Category:	03	Grade:	18
Workers Comp Code:	7710		

Job Code Established:	11/01/84	Effective Date:	11/01/84
Job Code Revised:	09/21/95	Effective Date:	

JOB CODE SERIES: Manufactured Housing Series

JOB CODE TITLE: MANUFACTURED HOUSING INSPECTOR

HRIS TITLE: MFGD HSNB INSPR

CHARACTERISTICS OF THE CLASS: Works under the direction of a first-line supervisor, and exercises considerable independent judgment within established program parameters. Has the authority to make recommendations for improvements and/or repairs of manufactured housing; to approve or disapprove certification of manufactured housing plants; make recommendations for disciplinary actions to be taken against licensees. Conducts a wide range of inspections and/or investigations of those areas regulated by the Office of Manufactured Housing, to include manufacturing plants, dealer lots, installation, dealer's trust accounts, license applicant checks, consumer complaints and unlicensed and alleged criminal activities; writes reports; makes recommendations for necessary corrective action. Responsible for timely and accurate completion of assigned work projects; scheduling and prioritizing work assignments within established time frames; proper use, care and maintenance of assigned State vehicles and equipment. Work product consists of completed manufacturing plant inspections; completed dealer lot inspection; completed installation inspections; completed consumer complaint investigations; completed inspection/investigation reports, to include findings and recommendations.

EXAMPLES OF DUTIES: Informs license or permit holders of violations they may have; makes suggestions for correction. Conducts field investigations relating to reported violations or irregularities in the construction, sale, or installation of manufactured housing; interviews complainants and others, examines evidence, recommends actions. Examines procedures, equipment and materials used in the construction of manufactured housing, and evaluates in accordance with established standards; makes recommendations. Examines dealers and brokers sales records and bank records as related to trust accounts and verifies that proper and lawful procedures are and have been followed, and that all cash accounts and funds balance properly. Examines and reviews quality control manuals, to confirm their effectiveness and conformance to standards, regulations, or laws. Writes detailed reports based on research, investigation, or inquiry, in prescribed format or on established forms provided. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with complainants or concerned persons and advises them regarding their complaints. Evaluates and recommends approval or disapproval of applications for licensing. Confers with local government or local organization officials and staff to inform them of services provided by the Office of Manufactured Housing. Performs related work as required.

WORK CONDITIONS: Frequent daily travel, involving overnight stays away from home base; involvement in conflict resolution.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State statutes and industry standards and codes applicable to the regulation of manufactured housing; manufactured housing plants quality control programs; construction, sales and

installation inspection methods, procedures and techniques; methods, procedures and techniques used in the investigation of criminal activities within the manufactured housing industry.

Skill/Ability to: Analyzing and evaluating a wide variety of technical data, including code books, plans and specifications; oral and written communication; interpersonal relations, as applied to contacts with plant managers, dealers, installers and homeowners; observing and/or determining workmanship and/or material deficiencies in manufactured housing; reviewing and auditing dealer records and accounts. Three years of experience within the manufactured housing, factory-built building, or recreational vehicle industry supervising quality control functions; OR one year of experience equivalent to a Manufactured Housing Inspector in a governmental regulatory agency. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.