

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV35183
Job Class Code:	400	Salary Schedule:	AREG
EEO Category:	03	Grade:	19
Workers Comp Code:	7710		

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

JOB CODE SERIES: Manufactured Housing Series

JOB CODE TITLE: MANUFACTURED HOUSING INSPECTION SUPERVISOR

HRIS TITLE: MFGD HSNP INSPNS SPV

WORK DESCRIPTION: Supervises and directs the activities of a small inspection/ investigation unit within the Office of Manufactured Housing; schedules and assigns work projects to subordinate staff; conducts the more difficult inspections and/or investigations.

WORK ACTIVITIES: Devises A Schedule Of Work Or Itinerary, Agenda Or Time Table, Or Establishes Priorities For Self And Subordinate-Level Workers On A Daily Or Weekly Basis. Resolves Technical Or Work Procedure Problems And Questions Presented By Subordinate-Level Workers. Instructs, Guides And Counsels Subordinate-Level Workers In Carrying Out A Variety Of Tasks. Reviews, Verifies Or Inspects Work Of Subordinate-Level Workers, For Quality Control. 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. Confers With Complainants Or Concerned Persons And Advises Them Regarding Their Complaints. Gives And Receives Information Requiring Considerable Judgment And Authority Regarding Current And Specific Business Of The Work Unit By Telephone Or Direct Contact. Evaluates and recommends approval or disapproval of applications for occupational licensing. Compiles information for and writes periodic reports on activities of a work unit. Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions. Performs related work as required.

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

SUPERVISION: Works under the direction of a program manager, and exercises considerable independent judgment within established program policies and procedures.

WORK RESULTS/PRODUCTS: Completed inspection/investigation reports to include findings and recommendations; completed work schedules for subordinate staff.

RESPONSIBILITY: Timely and accurate completion of projects assigned to the work unit; schedules and prioritizes work assignments for subordinate staff; ensures proper use, care and

maintenance of vehicles and equipment assigned to work unit.

AUTHORITY: Makes recommendations for new and/or revised work unit policies and procedures; approves or disapproves staff recommendations.

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: Work management and work leadership. 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.