



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANUFACTURED HOUSING CODE COMPLIANCE OFFICER	32	C	11.560

Under general supervision of the Administrator, Manufactured Housing, this class is assigned to review construction plans and specifications for modular buildings; inspect and certify the facilities, production and quality control processes of modular construction manufacturers; and investigate consumer complaints against manufactured housing dealers, manufacturers, and mobile home parks.

Review manufacturers' quality control procedures and business records, and physically inspect facilities and production process before certifying factories to ship modular housing into Nevada.

Check plans and specifications for buildings and enclosed components built in a factory for delivery in Nevada for compliance with Uniform Building Code and Standards; arrange contracts with out-of-state building inspectors for construction inspection of modular buildings to be shipped to Nevada.

Investigate and resolve reported consumer complaints involving manufactured housing. Determine whether the Division has jurisdiction; conduct physical inspection to identify problem and its origin; follow through with dealers and manufacturers to ensure appropriate remedial action is taken; and recommend disciplinary action against Division licensees as appropriate. When manufacturing violations and design flaws are detected, research their incidence and report to federal regulatory agency.

Conduct investigations into alleged violations of statutes or Division regulations by contacting and interviewing witnesses, reviewing dealership records, making on-site inspections, assembling evidence to build cases, coordinating informal and formal hearings and presenting the case, and recommending legal action as appropriate.

Enforce the standards, established by the Division, for the construction of new mobile home parks and the alteration of or addition to existing mobile home parks. Review and approve/disapprove the developer's application and plans; oversee the construction and provide final division approval. Investigate reported substandard conditions in mobile homes and mobile home parks, including inadequate sanitation or weather protection; hazardous premises or structure; faulty construction materials; unsafe wiring, plumbing, or mechanical equipment; or potential for fire or explosion. Prepare report of findings and notify owners of required remedial action; follow through to ensure that ordered upgrading or repair is carried out; recommend prosecution of owners for non-compliance.

Monitor performance of local building departments under agreements with the Manufactured Housing Division to conduct installation inspections. Participate in resolving discrepancies between federal and State codes and local jurisdictions' requirements for manufactured housing construction and installation.

Supervise clerical and technical employees; act on behalf of the Administrator as assigned; conduct seminars for Division licensees and local building officials regarding division regulations and procedures; maintain records related to Division activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS:**

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening test for controlled substances before hire.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Associate's degree from an accredited school in building trades or fire science, and two years of experience as a general construction contractor, a plans examiner or building inspector in a local governmental entity; **OR** four years of experience as described above; **OR** certification as an ICBO Plans Examiner or Building Inspector; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the Uniform Building Code, National Electrical Code, Uniform Plumbing Code, the Uniform Mechanical Code, and the Model Energy Code as relevant to factory-built housing. **Ability to:** read and accurately interpret building and facility construction plans and specifications, and compare actual construction to plan; recognize and correct code non-compliance in plans submitted; recognize conditions likely to result in failure of any building system; perform basic mathematical calculations; communicate clearly and concisely orally and in writing; enforce regulations tactfully and fairly; interview complainants, licensees, and witnesses to determine facts; investigate complaints and determine whether violations of law have occurred; audit business records as part of compliance investigations; use hand tools required in the inspection of manufactured housing; physically inspect manufactured housing installations, including climbing and crawling in confined spaces.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal codes regarding manufactured housing construction; legal principles and practices as applied to enforcing violations of State law regarding manufactured housing and mobile home parks; laws, policies and procedures pertaining to the Division of Manufactured Housing. **Ability to:** supervise coworkers; evaluate and analyze evidence which may be conflicting and reach sound conclusions; apply division policies, procedures, and State laws to specific situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.560

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