



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 INSPECTOR III	34	C	11.559
MANUFACTURED HOUSING INSPECTOR II	32	C	11.560
MANUFACTURED HOUSING INSPECTOR I	31	C	11.561

SERIES CONCEPT

Manufactured Housing Inspectors are responsible for the Statewide inspection of manufactured homes, commercial coaches, mobile homes, mobile home parks and other manufactured buildings upon installation; the review of construction plans and specifications for manufactured buildings; the inspection and certification of the facilities, production and quality control processes of manufactured building manufacturers; the enforcement of code and regulatory compliance for projects involving manufactured structures; and the investigation of complaints against manufactured housing dealers, manufacturers, servicepersons and mobile home parks.

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 and design flaws are detected, research their incidence and report to federal regulatory agency.

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.

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 informal hearings and presenting the case, and recommending legal action as appropriate.

Assist in and/or monitor the 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; participate in federal monitoring program of manufactured housing plants as part of a team conducting on-site monitoring of manufacturers' inspection programs and performing production inspections.

Prepare reports detailing all facts pertaining to the consumer complaint, inspection and/or compliance investigation, the suspected violations, statements of facts, documentation of evidence, violations committed, statements obtained and findings and conclusions, recommendation for sanctions and/or criminal prosecution for review by a higher authority; may appear before a committee, commission, governing body or in a court of law to provide testimony as required.

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 manufactured buildings to be shipped to Nevada.

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SERIES CONCEPT (cont'd)

Maintain logs and statistical reports as required.

Perform related duties as assigned.

CLASS CONCEPTS

Manufactured Housing Inspector III: Under general direction of the Administrator, Manufactured Housing, incumbents perform the full range of duties described in the series concept and supervise a staff of Manufactured Housing Inspectors to include performance evaluations, work performance standards, training, work assignment and review, and disciplinary actions; may supervise clerical staff as assigned; act on behalf of the Administrator as assigned. This is the supervisory level in the series.

Plan, organize, direct and supervise Division inspection, code compliance and consumer complaint activities conducted by Manufactured Housing Inspector I and II's, contracted inspectors and local jurisdictions having authority; may perform inspection, code compliance and consumer complaint investigations as necessary.

Collaborate and communicate with State, federal, and local officials, licensees and other stakeholders to ensure compliance, consistency and awareness throughout the industry; conduct seminars for Division licensees and local building officials regarding regulations and procedures; provide technical support in the areas of code compliance and inspections; provide training to licensees, internal and external inspectors, and other stakeholders as required by NRS 489; ensure compliance with NRS/NAC and all related codes where applicable.

Assist in the development of the work unit's budget; monitor expenses to ensure compliance with approved budget limitations; assist in the development and implementation of policies and procedures relating to Manufactured Housing code compliance and inspections.

Manufactured Housing Inspector II: Under general supervision, incumbents perform some or all of the functions described in the series concept and are assigned to review construction plans and specifications for manufactured buildings during construction and/or prior to installation of manufactured buildings; inspect and certify the facilities, production and quality control processes of manufactured building manufacturers and the enforcement of code and regulatory compliance for projects involving manufactured structures. This is the advanced journey level in the series.

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

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 or disapprove the developer's application and plans; oversee the construction and provide final division approval.

Positions in this class may serve as lead worker over Manufactured Housing Inspector I's, clerical or technical staff.

The Manufactured Housing Inspector II is distinguished from the Manufactured Housing Inspector I by having greater complexity of work, consequence of error, and broader scope of responsibilities in work assignments which involve Manufactured Housing Code Compliance for both construction and installation.

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CLASS CONCEPTS (cont'd)

Manufactured Housing Inspector I: Under general supervision, incumbents perform some or all of the functions described in the series concept and are assigned to inspect manufactured homes, commercial coaches, mobile homes and mobile home parks and other manufactured buildings upon installation. This is the journey level in the series.

Physically inspect manufactured homes, commercial coaches, and mobile homes upon installation, rebuilding, or remodeling; issue certificates of compliance which are required before occupancy and utility service can occur. Inspections include evaluating compliance with regulations for support and tie down, including footings, piling, blocking and anchoring; and plumbing, heating, cooling, fuel burning and electrical systems connections.

Physically inspect construction of mobile home parks for conformance to plan as approved by the Manufactured Housing Inspector II, and grant final Division approval.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions at the Manufactured Housing Inspector II and Manufactured Housing Inspector I have been identified as affecting public safety. Persons offered employment at these levels must submit to a pre-employment screening test for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Positions in this series may be required to have additional education and/or certifications at the time of appointment or within a specified time frame. These requirements will be identified at the time of recruitment.

MANUFACTURED HOUSING INSPECTOR III

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university or trade school in the building trades, fire science, or closely related field and three years of experience as a general construction contractor, plans examiner or building inspector in a local governmental entity which included budget preparation and/or monitoring, policy and procedure development, and training of rules and regulations to internal and external stakeholders, one year which included supervisory experience; **OR** five years of experience as described above; **OR** one year of experience as a Manufactured Housing Inspector II, to include supervisory or lead work experience; **OR** an equivalent combination of education and experience.

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

Working knowledge of: federal codes regarding manufactured housing construction; common manufacturers' installation standards; legal principles and practices as applied to enforcing violations of State law regarding manufactured housing and mobile home parks; supervisory principles and practices. **General knowledge of:** budgetary principles and practices. **Ability to:** develop and apply division policies, procedures and State law to specific situations; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: laws, policies and procedures pertaining to the Division of Manufactured Housing. **Ability to:** coordinate and communicate effectively with State, federal, local officials and other stakeholders; collaborate and build partnerships with manufacturers', installers and other stakeholders to ensure compliance.

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MINIMUM QUALIFICATIONS (cont'd)

MANUFACTURED HOUSING INSPECTOR II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university or trade school in the building trades, fire science or closely related field 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** two years experience as a Manufactured Housing Inspector I; **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: accepted industry building, mechanical, electrical and plumbing codes relevant to factory-built housing; quality control principles and practices during construction and/or prior to installation. **Ability to:** recognize and correct code non-compliance in plans submitted; efficiently and accurately inspect manufactured housing installations for safety and compliance with federal codes; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: 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:** act in a supervisory and or lead work capacity.

MANUFACTURED HOUSING INSPECTOR I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university or trade school in the building trades, fire science, or closely related field; **OR** two years experience as a general construction contractor, a plans examiner or building inspector in a local governmental entity, or a quality assurance inspector in a manufactured housing plant; **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: accepted industry building, mechanical, electrical and plumbing codes applicable to one-story residential and office buildings upon installation. **General knowledge of:** investigative principles and practices. **Ability to:** read and accurately interpret building and facility construction plans and specifications, and compare actual construction to plan; recognize conditions likely to result in failure of a 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; review 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; common manufacturers' installation standards; laws, policies, and procedures pertaining to the Division of Manufactured Housing. **Ability to:** evaluate and analyze evidence which may be conflicting and reach sound conclusions; efficiently and accurately inspect manufactured housing installations for safety in compliance with federal codes; apply division policies, procedures, and State law to specific situations.

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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.

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ESTABLISHED:	1/16/14R	03/30/81R	11/18/77
REVISED:	4/3/14UC	09/11/81PAC	05/22/78-3
REVISED:		09/14/81-3	
REVISED:		10/25/85	10/25/85
REVISED:		12/19/85-12	12/19/85-12
REVISED:		11/15/91PC	11/15/91PC
REVISED:		07/1/97P	07/1/97P
		09/19/96PC	09/19/96PC
REVISED:		03/16/12RNC	03/16/12RNC
REVISED:		03/16/12PC	03/16/12PC
REVISED:		1/16/14R	1/16/14R
REVISED:		4/3/14UC	4/3/14UC