

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: State Inspector

Class Code: 060291
Pay Grade: GH

A. Purpose:

Conducts inspections and investigates complaints of commercial businesses, manufacturers, and public facilities for state agencies, identifies violations or conditions, discusses and explains violations with business owners and completes required reports to ensure compliance with state and federal rules and regulations, ensure consumers are receiving fair treatment, and to protect the public from health and safety hazards.

B. Distinguishing Feature:

State Inspectors conduct a variety of inspections and investigate complaints of businesses and public facilities for various state agencies.

State Lead Inspectors oversee the daily operation of a remote office, provide work direction and technical assistance for at least three inspection staff, and conduct inspections.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Conducts health and safety inspections of food service, lodging, campground, water recreational facilities, fairs, festivals, public events, and other facilities as requested to determine if violations exist that could endanger public health and safety.
 - a. Inspects permanent and temporary food service establishments for critical and non-critical violations of state law and Health Department rules and regulations.
 - i. Critical areas surveyed include potentially hazardous foods, employee health and hygiene, sanitation of equipment and utensils, and hazardous chemicals.
 - ii. Non-critical areas surveyed include repair of equipment and facilities; floors, walls, and ceilings; lighting; toilet facilities; refuse storage, and availability and use of temperature measuring devices.
 - b. Inspects lodging and campground facilities for critical and non-critical violations to include health and disease control, water and sewer, dangerous or unsafe conditions, swimming pool and spa operations.
 - c. Investigates food and waterborne illness outbreaks or complaints; assesses food quality and monitors disposition of food when requested due to contamination from accidents, fires, floods, disasters, or other emergency situations.
 - d. Inspects establishments that have been served legal notice to correct deficiencies and participates in legal proceedings as requested.
 - e. Documents all facts, observations, and findings for department personnel to make determinations when considering licensing or legal actions.
 - f. Educates business owners on the requirements of state rules and laws and how to obtain and maintain compliance with them and explains violations and why it is important to correct them.
2. Inspects day-care centers, group family day-care homes, family day-care homes, residential childcare centers, shelters, and all other facilities that house and care for children and young adults to ensure compliance with applicable rules and regulations.
 - a. Determines compliance with applicable state laws and rules and regulations of the Department of Social Services.

- b. Documents staffing levels regarding the number of children present, ages, and size of groupings.
 - c. Reviews personnel records of all staff for compliance with documentation requirements for hiring orientation, education, background check, physical health, job responsibilities, and training.
 - d. Reviews children records, in family home day-cares, for required documentation to include enrollment application, emergency contacts, doctor name and number, date of admission, immunization records and if children are current on immunizations.
 - e. Reviews nutrition and meal planning information and reviews information on children with special dietary needs.
 - f. Reviews program policies and procedures for admission and termination, fees, health, nutrition, transportation, emergency evacuation, discipline, program activities, reporting child neglect or abuse, and in-service training of staff.
 - g. Determines if a facility is providing care in accordance with written policies and procedures through observations and inquiries and observes staff as they interact with clients, conduct program activities, or administer discipline.
 - h. Inspects facilities' structure for construction deficiencies, general state of repair, and design as related to required equipment, fixtures, lighting, heating, and cooling systems.
 - i. Inspects facilities for compliance with environmental health and safety standards to include employee health and hygiene, sanitation, chemical storage, laundry, playground, hazardous conditions, pets, and adherence with approved plan review.
 - j. Inspects facilities for compliance with fire and life safety standards to include posted evacuation plans, fire extinguishers, smoke alarms, fire sprinkler systems, exit signs, emergency lighting, combustible materials, floor separation, and adherence with approved plan review.
 - k. Inspects food service for compliance with public health safety standards to include food supplies, protection, and preparation; sanitation; dry and refrigerated storage; kitchen design equipment; and suitability.
 - l. Measures inside and outside play areas and determines compliance with square footage requirements.
 - m. Documents all observations, facts, and findings.
 - n. Educates owners/operators on requirements of state rules and laws and helps them to obtain and maintain compliance.
3. Inspects facilities offering school lunch, school breakfast, special milk, food distribution for charitable institutions, child and adult care, and summer food service programs and commodity storage for compliance with child and adult care nutrition programs.
- a. Inspects meal preparation, storage, and service in accordance with accepted public health standards for food service safety to include food supplies, storage, preparation, and service; chemical storage; sanitation, employee health and hygiene; water, sewer, and plumbing; and the overall condition of facilities and equipment.
 - b. Observes meal services to include meal components, service size, meal counts, and documents all activities as meal service progresses.
 - c. Inspects dry and refrigerated commodity storage areas, reviews inventory records, determines if excess or outdated product is present, reviews claim procedures for damaged products, and reconciles book and physical inventories.
 - d. Reviews income applications from each site for accuracy in determining eligibility for free or reduced priced meals recording all meal claims, benefit issuance, and number of days claimed in error.
 - i. Examines meal counting and claiming system and procedures for each site.
 - ii. Examines methods used to compute reimbursement claims for agencies with multiple serving sites, verifying assurance by calculation, and reviewing information submitted by serving sites.

- e. Interviews childcare directors, superintendents, principals, business managers, food service directors, and other personnel to obtain information and substantiate documentation in areas to include labor costs, budget, contracts with other agencies, civil rights, site monitoring, training, income verification, overt identification, and complaints.
 - f. Verifies accuracy of meal counting, claiming, and compilation by reviewing claims for a sample period comparing numbers claimed in each eligibility category to daily attendance factors for each child enrolled.
4. Inspects licensed video lottery establishments and machines to monitor the methods of operation, surveillance, and security of the games and machines to ensure that public trust, welfare, and confidence is not compromised.
 - a. Inspects the exterior of each machine for a state license, permanent identification plate, telephone line and modem hook-up, and locked areas of the machine for signs of tampering or forced entry.
 - b. Accesses the front of machines to read and record non-adjustable meter readings in the machine log manual and on the audit tickets to review the reasons for entry into the machine and verify maintenance information.
 - c. Issues and affixes permits on machines placed into service after determining licensing requirements have been met and witnesses the destruction of machines no longer in service.
 - d. Inspects licensed video lottery establishments for compliance with state law and Lottery Commission rules and regulations to include restricting play on machines and premise to those of legal drinking age; proper notices, posters, and warnings visible to patrons; machines in sight and control of management; and play monitored by physical observation, mirrors, or video.
 - e. Documents all findings and completes non-compliance forms if an establishment has issues to be resolved and to enable Lottery personnel to make a determination in considering licensing or legal recourse.
 5. Conducts fire, life, and safety inspections of schools, day care centers, group family day care homes, and other facilities as requested to ensure conditions do not exist that could endanger public health and safety.
 - a. Tours and reviews buildings with maintenance staff or business owner/manager.
 - b. Identifies violations or deficiencies and explains why they are a violation citing state laws, building codes, or agency regulations.
 - c. Makes recommendations to address possible hazards.
 - d. Interacts with maintenance staff or business owner/manager and asks questions in regards to the construction of the building.
 - e. Provides advice or ideas on ways to correct problems.
 - f. Prepares inspection reports and conducts an exit interview with maintenance staff or business owner/manager.
 - g. Investigates the origin and cause of fires and explosions as assigned or requested by the State Fire Marshal's office.
 6. Conducts annual inspections of vehicle and stationary meters involved in the wholesale or retail sale and delivery of Liquid Petroleum Gas (LPG) to verify meter accuracy.
 - a. Observes all applicable safety precautions for the handling of a pressurized volatile hydrocarbon fuel.
 - b. Tests the meter first by running a pre-test to wet down the prover.
 - c. Tests the meter during a first run by compensating for the effects of temperature and pressure.
 - d. Tests the meter a second time without compensating for the effects of temperature, by disengaging the compensator, followed by a final uncompensated run to identify

- tolerances under restricted-flow conditions.
- e. Accepts and certifies, rejects, or condemns the meter based on inspection results.
7. Conducts biannual inspections of LPG facilities of at least 8,000 gallons capacity for compliance with applicable portions of National Fire Protection Agency 58 (LPG Code).
 - a. Performs a visual inspection of LPG storage facilities and equipment to identify conditions that could endanger public health and welfare.
 - b. Identifies and records deficiencies associated with storage tanks, valves, fittings, hoses, rigid piping, ignition source control, safety equipment, emergency shutdown procedures, and general maintenance.
 8. Inspects establishments and individuals that sell, mix, or use pesticides, feed, fertilizer, animal remedies, or other regulated agriculture products to ensure products are being stored, sold, labeled, and used in a manner that does not endanger public health and safety.
 - a. Inspects registered products and labeling, hazardous waste storage and disposal, dealer and applicator records; bulk pesticide storage, manufacturing, and repackaging facilities; and chemical use and handling by commercial and private applicators through on-site evaluations and record review.
 - b. Inspects feed industry establishments and firms for use of licensed manufacturers and labeling; and feed mills producing medicated feeds for proper use of drugs, labeling, storage, and cleaning procedures for equipment used to produce medicated feed.
 - c. Conducts marketplace inspections on establishments that offer animal remedies, soil additives, feed, fertilizer, and pesticides for mislabeling or products unregistered for sale in the state.
 - d. Candles and inspects eggs offered for sale by wholesalers and retail outlets for storage and holding temperatures, quality, grading, leakers, checks, blood spots or other imperfections and labeling requirements.
 - e. Obtains feed, fertilizer, pesticide, and animal remedy samples for laboratory analysis.
 - f. Obtains samples as required of soil, surface, or ground water for laboratory analyses.
 - g. Documents all observation, facts, and findings to enable the Department of Agriculture personnel to make decisions in considering corrective actions, fiscal penalties, or legal recourse.
 - h. Educates owners/operators on requirements of state rules and laws and helps them to obtain and maintain compliance.
 9. Inspects, tests, and certifies weighing and measuring devices used commercially to determine if the device provides accurate measurements in accordance with regulations and applicable tolerances.
 - a. Utilizes calibrated testing equipment and applies calculated tolerance tables to test vehicle, livestock, railroad, hopper, platform, bench, bulk, laboratory and grocery scales; and fuel pumps, bulk delivery fuel, and LPG vehicles.
 - b. Conducts scale tests such as increasing and decreasing loads, shift, sensitivity, response, repeatability, automatic zero, and motion.
 - c. Checks model type of the device against National Type Evaluation Program listings.
 - d. Operates, maintains, calibrates, and safeguards test equipment following approved testing procedures.
 - e. Maintains and operates a specially equipped diesel test vehicle with 20,000 pounds of test weights and motorized weight transfer carts for certifying large capacity devices including livestock, grain hopper, and vehicle scales.
 - f. Reviews plans for new or remodeled vehicle, axle load, livestock, and hopper scales for compliance with state regulations and industry standards.
 - g. Places lead wire security or pressure sensitive paper seals on all devices providing accurate measurements.

- h. Accepts and certifies, rejects, or condemns devices based on inspection results.
 - i. Documents all testing and conditions and submits reports.
 - j. Maintains the State Metrology Lab for the calibration and certification for weights and selected provers used by the state inspection program and private service companies.
 - k. Maintains records and creates reports regarding work conducted in the State Metrology Lab.
10. Attends department and agency sponsored training to learn how to conduct inspections and investigations.
- a. Provide guidance and training to employees of the same classification.
11. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Director of the Regulation Division and receives day-to-day work direction from a State Lead Inspector. Does not supervise but may provide guidance and training to other state inspectors.

E. Challenges and Problems:

Challenged to obtain a level of competency for the various types of inspections that are required. This is difficult because of the complexity and changing nature of the rules, regulations, and standard operating procedures associated with each type of inspection performed and because of the professional expertise demanded by each of the agencies being served.

Typical problems include keeping current on changing technology and regulations in seven widely disparate fields; dealing with operators that have limited training or knowledge in food safety, public health practices, or are difficult or confrontational; inspecting a large number of establishments that operate seasonally; understanding a variety of different record keeping systems; working with providers that do not grasp the seriousness or consequences of their actions; conducting reviews that take more than one day at numerous sites; unavailability of key personnel while conducting an inspection; dealing with the public's misperception of the purpose of inspections; widely varying interpretations of building codes; being allowed access to all areas of a structure; dealing with facility managers or owners who are subject to large financial outlays to correct inspection deficiencies; maintaining proficiency with testing equipment; ensuring all findings are documented in detail enabling the regulating agency to take appropriate action; and balancing the expectations of each agency with budget limitations, health and safety concerns, and potential liabilities for the State and for the Inspectors.

F. Decision-making Authority:

Decisions made include scheduling inspections based on an assigned workload and contract deadlines, agency deadlines, and the availability of testing equipment; determining if a facility is in compliance with established inspection guidelines; determining the validity of complaints; determining what data and the number of samples to collect; determining if documentation provided by a facility is accurate; determining when to issue non-compliance notices for major or minor issues and time periods for completion; approval of plans for new or remodeled facilities; and determining when to calibrate testing equipment.

Decisions referred to a superior include approval of special requests for inspections, whether additional information or investigations are needed, final approval of inspection schedules, final approval on whether additional inspectors will be assigned to an inspection, how to deal with unusual situations or problems, and whether illegal devices will be confiscated.

G. Contact with Others:

Daily contact with the public, facility owners and operators, and service providers to conduct inspections and explain results; and weekly contact with the state agencies having regulatory authority over the inspections for the interpretation of regulations and for technical assistance to complete inspections.

H. Working Conditions:

Requires frequent travel to business establishments and public facilities. Duties involve exposure to hazardous substances and combustible materials, some heavy lifting, and conducting inspections during inclement weather and in unsafe buildings.

I. Knowledge, Skills and Abilities:

Knowledge of:

- length, mass, and capacity; weights and measures;
- mathematics and the metric system;
- English language including grammar, spelling, and punctuation
- basic computer operations including email, word processing, and databases;
- bookkeeping;
- at least one of the inspection areas covered by this position to include agriculture, food service, social services, video lottery, fire safety, weights and measures, and public health sanitation;
- NIST Handbooks 44, 130, and 133.

Ability to:

- function independently;
- operate computers and use a computer keyboard;
- operate a variety of inspection equipment;
- learn and comprehend information;
- create accurate and thorough reports;
- lift and move test equipment or items being inspected;
- interpret rules, laws, and procedures;
- exercise tact and discretion in communicating and dealing with persons of varying backgrounds and temperament;
- communicate information clearly and concisely;
- work effectively by oneself and with others;
- make decisions using good judgement;
- lift and move 50 pounds.