

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: State Lead Inspector**

**Class Code: 60293**  
**Pay Grade: GI**

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### **A. Purpose:**

Provides work direction and technical assistance to State Inspectors and also performs inspections to ensure the proper and effective enforcement of state and federal rules and regulations.

### **B. Distinguishing Feature:**

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.

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

### **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. Provides work direction to State Inspectors to ensure inspections are completed in a timely, efficient, and professional manner.
  - a. Participates in hiring, training, supervision, and evaluation of staff.
    - i. Reviews timesheets, time studies, travel vouchers, and leave requests; signs and submits them to the central office.
    - ii. Addresses staff problems and recommends disciplinary action.
  - b. Conducts inspection training and standardizes inspection and sampling procedures for inspectors.
  - c. Provides onsite direction to inspectors and coordinates inspections.
2. Maintains a regional inspection office to ensure required inspections are completed and the public and regulatory agencies are appropriately served.
  - a. Maintains a tracking system to monitor all inspections in an assigned area.
  - b. Reviews the tracking system to ensure inspections are completed timely.
  - c. Reviews inspectors schedules and assigns complaint investigations.
  - d. Reviews inspection reports for accuracy and completeness.
    - i. Discusses inspection results with inspectors.
    - ii. Contacts the regulatory agency to discuss major violations found during inspections.
  - e. Logs in inspection reports and submits reports to appropriate regulatory agencies.
  - f. Tracks each inspector's completed inspections for monthly reports.
  - g. Provides technical assistance to inspectors with questions regarding unusual situations or circumstances or refers them to the regulatory agency.
  - h. Updates inspectors with correspondence from agencies, central office, and facility operators; copies and distributes phone and e-mail messages to inspectors.
  - i. Refers complaints called into the office to the regulatory agency in Pierre.
  - j. Tracks inventory and orders office supplies.
3. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to the Director of the Weights and Measures and Commercial Inspections Program.  
Provides work direction to State Inspectors.

#### **E. Challenges and Problems:**

Challenged to develop and maintain a level of competency for the varied and numerous 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; because of the need to relay this information to the inspectors; and because of the professional expertise demanded by each of the agencies served.

Typical problems include managing the complexity and number of inspections, ensuring that quality inspections are completed in a timely manner, resolving conflicts with agencies demanding more attention to their inspections, developing and maintaining a tracking system, planning and organizing work to meet inspection requirements, promoting voluntary compliance by irate business owners and operators, and interpreting and understanding administrative rules and regulations.

#### **F. Decision-making Authority:**

Decisions made include determining weekly job priorities, coordination of the inspectors schedules, equipment usage, how to respond to special requests, training needs of staff, and attendance at meetings. This position provides initial approval of leave requests, determines if there are personnel or disciplinary problems and recommends action to the Director, determines how to solve inspection problems or unusual questions encountered by staff, whether potential hazards are present during inspections, and if immediate necessary on-site corrective action is needed.

Decisions referred to a superior include enforcement actions, conflicts with supported agencies, responses to requests from legislators, approval for the purchase of major inspection equipment or special clothing, how to respond to issues involving agency sponsored training, a contested cases compliance with licensure requirements, and how to respond to serious complaints.

#### **G. Contact with Others:**

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

#### **H. Working Conditions:**

Inspections require 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:

- the laws and regulations applicable to the inspections being performed;
- standard operating procedures for weights and measures inspections;

- NIST Handbooks 44, 130, and 133
- length, mass, and capacity; weights and measures, mathematics, and the metric system.

Ability to:

- use a computer;
- use a variety of inspection equipment;
- create accurate and thorough reports;
- lift and move test equipment or items being inspected;
- interpret rules and regulations;
- deal tactfully with others;
- direct the work of others;
- communicate information clearly and concisely.