



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HVAC INSPECTION FIELD OPERATIONS MANAGER

Job Number: 20000819

Job Code: 32660V231116

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 01/16/2010

Job Revised: 11/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages field inspection operations to ensure consistent enforcement of applicable building codes, mechanical codes and referenced standards. Establishes and oversees a continual training program for field staff and examinations for licensure of heating, ventilation, and air conditioning (HVAC) individuals; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have four (4) years' experience as an HVAC Inspector II or HVAC Field Inspection Supervisor.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must possess a valid Kentucky Journeyman HVAC Mechanic or Master HVAC Contractor license OR mechanical inspector one- and two- family dwellings AND mechanical inspector general certification in accordance with KRS 198B.6678 and 815 KAR 7:070. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises region supervisors and support staff of field branch. Evaluates region supervisors and support staff of field branch. Assists in the supervision and direction of all HVAC inspectors statewide. Investigates violations of the HVAC law and regulations. Checks weekly reports of region supervisors as well as the number of HVAC construction permits issued. Assists in the examination of applicants for certificates of registration as HVAC master and journeyman. Oversees the collection and deposit of fees as specified in the state HVAC law. Instructs region supervisors in changes in the mechanical code, rules, or regulations, and also furnishes such information to HVAC contractors in the state. Investigates complaints and activities of field staff when needed. May consult with other departments of state government, other divisions of the department and local building departments on problems of HVAC and mechanical systems in homes, semi-public and public buildings, and industrial establishments. May review plans of HVAC and mechanical systems in new installations or alterations in food manufacturing establishments and in public and semi-public buildings.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent will perform work in an office setting and in the field performing inspections. Travel will be required. Must be able to bend, stoop, crawl, and climb to perform on-site inspections. May be exposed to hazards commonly associated with being around building construction which may require the following of safety procedures.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.