



**OFFICE OF STATE HUMAN RESOURCES
POSITION DESCRIPTION FORM**

Name of Employee: **Jeremy Smith**

Position Number: **60012912**

Classification Title: **Boiler Inspection Assistant Director**

Salary Grade or Banded Level: **GN14**

Working Title of Position: **Boiler Safety Asst Bureau Chief**

Section / Unit: **Boiler Safety Bureau**

Name of Immediate Supervisor: **Cliff Dautrich**

Supervisor's Position Title and Number:

Work Schedule (i.e. Monday-Friday, rotating shifts, etc.):

Work Hours (i.e. 8:00 am-5:00 pm, etc.):

Primary Purpose of the Organizational Unit:

The Boiler Safety Bureau of the Department of Labor, under the direction of the North Carolina Commissioner of Labor, is charged with the responsibility for administering North Carolina General Statute, Chapter 95, Article 7A, known as the Uniform Boiler and Pressure Vessel Act of North Carolina. Activities include but are not limited to inspecting boilers and pressure vessels to insure compliance with the Uniform Boiler and Pressure Vessel Act of North Carolina and the North Carolina Administrative Code, Title 13, Chapter 13.

Primary Purpose of the Position:

The Assistant Bureau Chief is responsible for assisting the Bureau Chief in the day-to-day operation of the Boiler Safety Bureau and for the enforcement of the Uniform Boiler and Pressure Vessel Act and the North Carolina Administrative Code, Title 13, Chapter 13. The employee is responsible for assisting in operating the system for inspection of boilers and pressure vessels operating in the state, and for inspection of boiler and pressure vessels being constructed. The employee is the Assistant Chief Inspector for the state and may participate in national standards development committees. The Bureau has 21 employees including a Bureau Chief, Assistant Bureau Chief, two inspector supervisors, 12 Boiler and Pressure Vessel Inspectors, one Administrative Specialist Supervisor and 4 Administrative Specialists I's. The Assistant Bureau Chief and the Administrative Specialist Supervisor report directly to the Bureau Chief. The Administrative Specialists report directly to the Administrative Specialist Supervisor. The two Inspector Supervisors report directly to the Assistant Bureau Chief. Field inspections are divided into two units across the state. The Inspector Supervisor West and the Inspector Supervisor East each supervise 6 Boiler and Pressure Vessel Inspectors. 14 of the employees are teleworkers.

Changes in Responsibilities and/or Organizational Relationship Since the Position Was Last Classified

Describe in detail the major functions of this position as well as the duties and responsibilities required for each of those functions. In the small left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place an asterisk (*) next to each essential duty/function as defined by the Americans with Disabilities Act. %

Description of Work:

1. *(30%) Planning: The Assistant Bureau Chief is responsible for assisting the Bureau Chief with long-range planning of programs, procedures and resources needed to meet legislative mandates. Long-range planning takes the form of a 3-year strategic plan which articulates the vision, goals and objectives necessary to meet the Bureau's legislatively mandated mission. Development of strategic plans requires periodic environmental scanning for trends, challenges and opportunities using tools such as SWOT Analyses. Among other things, factors which are considered in planning include changes in legislative

mandates and rules, changes in appropriations, workload requirements, customer service needs and desired organizational outcomes. Careful and methodical planning of the activities and resources necessary for achieving each objective is a requirement for success. Once strategic plans are finalized, employees are given ownership of those plan's objectives which pertain to their particular job requirements through the development of work plans. Monitoring and evaluating the plan's performance is done regularly throughout the life of the plan for purposes of taking corrective action when necessary. Regular reporting of the plan's progress is conducted through quarterly performance review sessions with senior management and through an annual fiscal year-end report.

2. *(30%) Organizing and Direct Work: The Assistant Bureau Chief is responsible for all field operations. The Assistant Bureau Chief assists the Bureau Chief with organizing the Bureau for optimum efficiency and effectiveness within fiscal and manpower constraints. The employee is responsible for making sure that regulated boiler and pressure vessels are inspected prior to operation and at the designated frequency thereafter. This includes certificate inspections, special inspections such as compliance inspections (other than certificate inspections), accident investigations, owner/user surveys, and investigations other than those identified, as deemed necessary. The employee represents the Department in any court of law for issues pertaining to boilers and pressure vessels, and the inspection thereof as directed by the Bureau Chief. The Assistant Bureau Chief is also responsible for ensuring that the shop inspection activities performed by the Boiler and Pressure Vessel Inspectors are in full compliance with the applicable codes and standards and the Bureau's quality program. In addition, the employee is responsible for ensuring that the required audits of Boiler and Pressure Vessel Inspectors' activities at the manufacturers' facilities are performed, as required by the ASME code, or as otherwise deemed necessary. The employee shares management of day-to-day operations with the Bureau Chief. The employee delegates authority, responsibility and accountability to each supervisor to manage his or her responsibilities.
3. *(10%) Professional Associations: The Assistant Bureau Chief is also responsible for participating in the national standards development organizations where necessary, including the American Society of Mechanical Engineers Boiler and Pressure Vessel Code Committee, the National Board of Boiler and Pressure Vessel Inspectors National Board Inspection Code, and other organizations affiliated with boiler and pressure vessel design, construction and operation.
4. *(5%) Financial Management: The Assistant Bureau Chief is responsible for assisting the Bureau Chief in managing the Bureau's annually authorized budget. Responsibilities include long-range planning of expenditures across multiple fiscal years, authorizing expenditures, monitoring expenditures, identifying and implementing cost efficiencies, submitting expansion requests, maintaining an inventory control system, timely surplus of used or obsolete assets, and compliance with all the Budget Division's administrative processes and requests. The employee is also responsible for coordinating with the Department's Budget and Management Division in the collecting of fees and administering penalties for delinquent accounts.
5. *(5%) Review: The Assistant Bureau Chief is responsible for assisting the Bureau Chief with monitoring all aspects of the Bureau's work to ensure compliance with the Bureau's legislatively-driven mission and the Bureau's goals and objectives. Operational data is reviewed for each employee and unit to ensure compliance with all work standards. In addition, technical requirements, work processes and operational procedures are reviewed for compliance by employees and for changes to insure quality and optimization of resources.
6. *(5%) Work Planning and Performance Review: The Assistant Bureau Chief has primary responsibility for developing an objective work plan for each job classification for Inspectors and Inspector Supervisors that provides either a numerical basis for evaluation and/or a clearly defined meaning for each rating. The work plans are also appropriately aligned for accountability in achieving Bureau goals and objectives. All supervisors are required to regularly observe and evaluate direct reports to assess proficiency in job required skills and personal and dimensional skills. This is accomplished by supervisors maintaining a performance log for each direct report for purposes of making an informed judgment regarding the direct report's performance at the interim performance review and the final performance review. The Assistant Bureau Chief also has responsibility for holding a pre-evaluation conference with his or her supervisors to insure fairness and consistency in scoring and written evaluations meet Human Resource requirements and standards.
7. *(5%) Counseling and Disciplining Employees: The Assistant Bureau Chief provides appropriate coaching to direct reports when opportunities arise to improve employee performance. The employee is

responsible for responding to all disciplinary problems in the appropriate manner, complying with all State Personnel rules and regulations. The Department's Human Resource Division is consulted prior to any action taken to formally discipline employees and discussed with the Deputy Commissioner for Standards and Inspections.

8. *(2%) Orientation, Initial and On-going Training: The Assistant Bureau Chief has responsibility for assisting the Bureau Chief in developing a training program for each job classification within the Bureau. The employee working with subordinate supervisors identifies and maintains the specific competencies for each job classification and then develops a training plan for each job classification. Training records are maintained by the supervisor for each new employee including a competencies checklist which requires a signature and date for each competency mastered by the new employee during their training period. In addition, supervisors conform to the requirements set by Human Resources on documentation for probationary employees. The inspection staff goes through two technical training sessions per year covering the required code and inspection criteria. Additionally, inspection staff will attend special endorsement schools that will enable them to work in ASME Code shops. The inspection staff is required to take online courses through the National Board to maintain credentials. The required courses are laid out in the National Board Rules for National Board Inservice Inspectors and New Construction Commissioned Inspectors, NB-263. The Assistant Bureau Chief also identifies training opportunities outside the Department, such as those provided by Office of State Personnel that would benefit subordinates to optimize their job performance. New employees are oriented according to the Human Resources Division's "Manager's Checklist for New Employee's First Day of Work." The checklist is also signed by the new employee and the new employee's supervisor.
9. *(2%) Designing Positions and Preparing Descriptions: The Assistant Bureau Chief is responsible for assisting the Bureau Chief in the design of new job classifications or the timely re-design of existing job classifications. In developing position descriptions, the employee complies with all State Personnel requirements for completing position descriptions, as well as development of a competency checklist and training plan for the new or re-designed job classification.
10. (1%) Resolving Grievances: The Assistant Bureau Chief and the Bureau Chief are responsible for advising employees on the Department's grievance policy and procedures.
11. *(1%) Selection of Employees: The Assistant Bureau Chief is responsible for assisting the Bureau Chief with posting job vacancies, interviewing applicants and selecting new employees according to State Personnel rules and regulations and those specific to the Department. The employee works with subordinate supervisors to develop interview questions and skill demonstrations appropriate to the vacant job classification.
12. *(1%) Salary Recommendations: The Assistant Bureau Chief is responsible for assisting the Bureau Chief with maintaining salary equity among different job classifications in the Bureau.
13. (1%) Equal Employment Opportunity Programs: The Assistant Bureau Chief complies with all laws and regulations governing equal employment opportunity.
14. (1%) Other Employee Programs: The Assistant Bureau Chief is knowledgeable of the services available through the NC Employees Assistance Program (EAP) and the issues which would permit the employee to direct an employee to EAP.
15. (1%) *Recommendation of rules and regulations: The Assistant Chief will ensure that reviews of all referenced codes regulated by the Bureau are up to date and fully complied with. The ASME Boiler and Pressure Vessel committees develop codes and standards for the construction of boilers and pressure vessels and safety controls, as well as recommended guides for the safe operation of high and low pressure boilers. The National Board Inspection Code committees develop a code for the installation, inspection and repair/alteration of boilers and pressure vessels. These codes and standards are used to propose to the Commissioner, rules and regulations governing the construction, installation, inspection, repair, alteration, use and operation of boiler and pressure vessel equipment. The Commissioner will take the proposal in consideration for adoption, modification or revocation in the North Carolina Administrative Code 13 NCAC 13. The Assistant Bureau Chief also is directly responsible for formulating examinations on the Uniform Boiler and Pressure Vessel Act and 13 NCAC 13 to administer to applicants seeking commissions as Boiler and Pressure Vessel Inspectors, Special Inspectors and Owner/User Inspectors.

Competencies, Knowledge, Skills and Abilities Required in this Position:

1. Accuracy Required in Work: A high degree of accuracy is involved in this position regarding the management of the bureau and the supervision of personnel. This requires the ability to understand and communicate very technical aspects of boiler and pressure vessel design, construction, installation, maintenance, repair, and operation. The employee is responsible for rendering decisions regarding interpretation to and compliance with the North Carolina Administrative Code, Title 13, chapter 13, the American Society of Mechanical Engineer's Boiler and Pressure Vessel Code, the National Board Inspection Code, and other codes and standards on behalf of the Department.
2. Consequence of Error: Improper inspections may result in significant loss due to boiler or pressure failure including damage to adjoining equipment, buildings, and injury or death. Property loss, injury and death resulting from an improper inspection could result in the loss of credibility and confidence among state executives, state legislators and the state's general population.
3. Instructions Provided to Employee: The Assistant Bureau Chief is delegated responsibility by the Bureau Chief, a share of the management of the Boiler Safety Bureau. The primary form of accountability for this authority is set out in the employee's annual work plan. The work plan outlines detailed instructions regarding the achievement of strategic and operational objectives, operation of the bureau's performance management system, and criteria for effective financial management and administration. Other instructions predominately take written form via electronic mail. Verbal instructions are given on occasion. The Assistant Bureau Chief is also expected to work with the Commissioner's staff and comply with administrative requests from the Department's administrative bureaus, including Financial Services and Human Resources.
4. Guides, Regulations, Policies and References Used by Employee:
 - North Carolina General Statutes, Chapter 95, Article 7A, "The Uniform Boiler and Pressure Vessel Act of North Carolina"
 - The North Carolina Administrative Code, Title 13, Chapter 13
 - American Society of Mechanical Engineers (ASME) Code:
 - Section I – Power Boilers
 - Section II – Material Specifications
 - Section III – Nuclear Power Plant Components
 - Section IV – Heating Boilers
 - Section V – Nondestructive Examination
 - Section VI Recommended Rules for Care and Operation of Heating Boilers
 - Section VII – Recommended Guidelines for the Care of Power Boilers
 - Section VIII – Pressure Vessels
 - Section IX – Welding and Brazing Qualifications
 - Section X – Fiber-Reinforced Plastic Pressure Vessels
 - Section XI – Rules for In-service Inspection of Nuclear Power Plant Components
 - Section XII – Rules for Construction and Continued Service of Transport Tanks
 - PVHO-1 – Safety Standard for Pressure Vessels for Human Occupancy
 - CSD-1 – Controls and Safety Devices for Automatically Fired Boilers
 - B31.1 – Power Piping
 - American Society of Nondestructive Testing:
 - SNT-TC-1A – Recommended Practice for Personnel Qualification and Certification in Nondestructive Testing
 - ANSI/ASNT CP-189 – ASNT Standard for Qualification and Certification of Nondestructive Testing Personnel
 - American National Standards Institute:
 - Various material standards
 - American Society of Testing and Materials
 - Various materials standards
 - Various standard test methods
 - National Board of Boiler and Pressure Vessel Inspectors:

ANSI/NB-23 – National Board Inspection Code

NB-42 – National Board Bylaws

NB-263 – Rules for National Board Inservice and New Construction Commissioned Inspectors.

5. Supervision Received by Employee: The Assistant Bureau Chief reports to the Bureau Chief. The Assistant Bureau Chief, Bureau Chief, Deputy Commissioner and Departmental Chief of Staff meet quarterly to review current data for the Boiler Safety's strategic and operational objectives, financial information, such as collections, and results from the boiler and pressure vessel owners/users' survey for customer satisfaction. The Assistant Bureau Chief also receives an interim performance review after the first six months of the performance evaluation year and at the end of the performance evaluation year. The evaluation year runs from May 1 until April 30 of the following year. The evaluation is based upon the employee's work plan. Other supervision is given as deemed necessary.
6. Variety and Purpose of Personal Contacts: The Assistant Bureau Chief is in contact with the shop owners, boiler and pressure vessel owners/users, and other involved citizens daily. On occasion, the Assistant Bureau Chief handles complaints received from owners/users, shop owners and other citizens. The types of complaints received involve inspector conduct, inspection fees among other concerns. The Assistant Bureau Chief is required to be tactful but factual in dealing with complainants. Any complaints which prove to have validity will require the Assistant Bureau Chief to report the findings to the Bureau Chief to discuss any necessary action to resolve, including disciplinary action. The employee will be in contact with the inspectors as necessary in order to evaluate and maintain the technical competence of the inspectors, assist in scheduling difficulties, and to answer questions which may arise. The Assistant Bureau Chief interacts with other Department colleagues, including the Chief Inspector for the Elevator and Amusement Device Bureau. Some amusement devices have pressure vessel equipment which requires inspection. The Elevator and Amusement Device Bureau is responsible for contacting Boiler Safety on any equipment which has not been inspected. The Assistant Bureau Chief also represents the Department on the standards development committees and makes presentations to the public and to other governmental bodies, in the absence of the Bureau Chief or if directed by the Bureau Chief, for issues pertaining to boilers and pressure vessels.
7. Physical Effort: The position requires only enough physical effort to work inside an office environment. On occasion, the Assistant Bureau Chief may be expected to go on an inspection site for consultation with an inspector(s), owners/users or maintenance personnel.
8. Work Environment and Conditions: The Assistant Bureau Chief primarily works in an office environment; however, he will occasionally need to perform or witness inspections, which are performed frequently in boiler rooms and require the inspector to enter confined spaces. The boiler rooms are often as hot as 120°F. Many are dirty and among other detriments can contain noxious gasses, strong odors and vermin.
9. Machines, Tools, Instruments, Equipment and Materials Used: The Assistant Bureau Chief must be capable of using standard office equipment, as well as the equipment required for boiler and pressure vessel inspection including, but not limited to the following:
 - Weld inspection instruments
 - Borescope
 - Digital camera
 - Magnifying glass
 - Chipping and sounding hammers
 - Ruler
 - Screwdrivers
 - Pliers
 - Wrenches
 - Wire brushes
 - Ultrasonic thickness measuring instruments
 - Air monitors
 - Lock out/tag out kits
 - Magnetic particle examination equipment
 - Liquid penetrant examination equipment
 - Radiograph/X-ray viewing equipment
10. Visual Attention, Mental Concentration and Manipulative Skills: Due to the highly technical nature of the position, the Assistant Bureau Chief must possess the ability to draw on and interpret obscure ASME

Code and the National Board Inspection Code requirements and apply these to the situation at hand during moments of intense stress and activity. The Assistant Bureau Chief assists the Bureau Chief with maintaining a budget of approximately \$2 million plus annually. The Assistant Bureau Chief must be able to work on numerous projects concurrently, which are mentally stressful.

11. Safety for Others: The Assistant Bureau Chief is responsible that the field staff is assigned the necessary equipment to perform their duties, and for ensuring the equipment is in operational order as per manufacturer. The employee is also responsible for implementing and monitoring the Department's Health and Safety policies.

12. Dynamics of Work: The Assistant Bureau Chief's position is involved in the ASME Boiler and Pressure Vessel Code and the National Board Inspection Code which change often. The Assistant Bureau Chief must keep up with these changes as well as understand developments in the industry and keep the bureau employees apprised of these changes. The employee must respond to Department of Labor policy changes and the changing of goals. The employee must be able to conceptualize the impact of such changes and instruct the assigned inspectors, manufacturers, owners/users and the general public.

Education and Experience Required:

High school or a General Equivalent Development (GED) diploma five years of experience in the construction, installation, operation, or maintenance of boilers and pressure vessels, including two years of inspection and regulatory experience in enforcing the requirements of the ASME Code applying to boilers and pressure vessels; or an equivalent combination of education and experience.

Necessary Special Qualifications: Successful completion of the National Board of Boiler and Pressure Vessels' examination for competency.

Five years of experience in the inspection of boilers and pressure vessels, two of which must be in a supervisory capacity. A mechanical engineering degree is preferable.

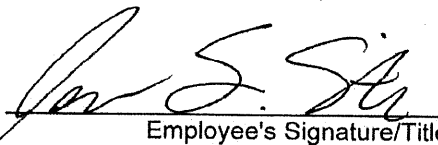
Registration as a Professional Engineer in mechanical engineering plus one-year experience or not registered but with a four-year degree in mechanical engineering or other math or science fields plus ten years' experience replaces the required minimum training.


What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?

License or Certification Required by Statute or Regulation:

The Assistant Bureau Chief must possess an Inservice Commission with A, B, N and NS endorsements, issued by the National Board of Boiler and Pressure Vessel Inspectors. Additionally, the employee must pass the North Carolina commission exam and possess a North Carolina Commission as a Boiler and Pressure Vessel Inspector.

Is a license or certificate required? What kind and type?

 Assistant
Bureau
Chief 6/18/2019
Employee's Signature/Title Date

 Bureau Chief 6/18/2019
Supervisor's Signature/Title Date