



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

Name of Employee: **Paul Martin**

Position Number: **60012921**

Classification Title: **Boiler & Pres Vessel Insp Supv**

Salary Grade or Banded Level: **GN13**

Working Title of Position: **Inspector Supervisor**

Section / Unit: **Boiler Safety Bureau**

Name of Immediate Supervisor: **Jeremy Smith**

Supervisor's Position Title and Number:
Boiler Safety Assistant Bureau Chief/ 60012912

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

Work Hours (i.e. 8:00 am-5:00 pm, etc.): **The normal work schedule is eight hours a day Monday through Friday between the hours of 6am and 7pm.**

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 Inspector Supervisor is responsible for managing Boiler and Pressure Vessel Inspectors (Inspectors) in the assigned region and assisting the Bureau Chief in the day-to-day operation of the Inspection Activities, Quality Program Assessment and Accident Investigations and the general enforcement of the North Carolina Administrative Code, Title 13, Chapter 13. The Inspector Supervisor may represent the state regarding boiler and pressure vessel design, construction and operation in Code and Standards Committee meetings as requested by the Bureau Chief.

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. 60% *The Inspector Supervisor supervises the Inspectors, and assists the Bureau Chief in managing the inspection workload:

- a) Provides training of Inspectors on technical, safety and quality administrative matters
- b) Manages the activities of the Inspectors, including delegation of independent control and decision making authority to Inspectors in order to maintain the timely completion of the assigned inspection work

load, including the determination of inspection parameters and priorities.

c) Ensures that the Inspectors are assigned the necessary equipment to perform their duties, and that the equipment is in operational order.

d) Audits Inspectors' assigned to shops activities at the manufacturer's facilities, as required by the ASME and National Board Codes.

e) Monitors all Inspectors' activities and documents a minimum of two field visits and two audits each year with each Inspector.

f) Provides technical guidance and direction to the assigned Inspectors and office staff as required.

g) Ensures that shop inspection activities performed by the Inspectors are in full compliance with the applicable standards.

h) Ensures a safe work environment for the bureau's inspection staff. The Inspector Supervisor is responsible for the compliance of assigned Inspectors with the Bureau's Safety and Health Program.

2. 3% The Inspector Supervisor may be required to qualify as a National Board Team Leader and to conduct reviews of the Quality Programs of "R" Stamp holders.

3. 3% *Financial Management: The Inspector Supervisor is responsible for assisting the Bureau Chief in managing the Bureau's expenses. Responsibilities include the monitoring of travel and equipment expenses of Inspectors.

4. 3% *Review: The Inspector Supervisor 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.

5. 4% *Work Planning and Performance Review: The Inspector Supervisor assists the Bureau Chief in developing an objective work plan for Inspectors that provides either a numerical basis for evaluation and/or a clearly defined meaning for each rating of a Goal or Value. The work plans are also appropriately aligned for accountability in achieving Bureau goals and objectives. The Inspector Supervisors are required to regularly observe and evaluate the Inspectors to assess proficiency in job required skills and personal and dimensional skills. This is accomplished by 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 Inspector Supervisor also has responsibility for holding a pre-evaluation conference with other Inspector Supervisors and the Assistant Bureau Chief to insure fairness and consistency in scoring and written evaluations meet Human Resource requirements and standards.

6. 4% *Counseling and Disciplining Employees: The Inspector Supervisor 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.

7. 4% *Orientation, Initial and On-going Training: The Inspector Supervisor has responsibility for assisting the Bureau Chief in developing a training program for Inspectors. The employee working with the Assistant Bureau Chief identifies and maintains the specific competencies for Inspectors and then develops a training plan for the Inspectors. Training records are maintained by the Inspector Supervisor for each Inspector including a competencies checklist which requires a signature and date for each competency mastered by the new employee during their training period. In addition, Inspector 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 Commissioned Inspectors, NB-263. The Inspector Supervisor 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.

8. 4% Resolving Grievances: The Inspector Supervisor and the Bureau Chief are responsible for advising employees on the Department's grievance policy and procedures.
9. 4% *Selection of Employees: The Inspector Supervisor 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 other Inspector Supervisors and the Assistant Bureau Chief to develop interview questions and skill demonstrations appropriate to the vacant job classification.
10. 4% Equal Employment Opportunity Programs: The Inspector Supervisor complies with all laws and regulations governing equal employment opportunity.
11. 4% Other Employee Programs: The Inspector Supervisor 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.
12. 3% *Recommendation of rules and regulations: The Inspector Supervisor assists the Assistant Chief to 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.

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 Inspector Supervisor 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 Inspector Supervisor 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 Commissioned Inspectors.

5. Supervision Received by Employee: The Inspector Supervisor reports to the Assistant Bureau Chief. The Inspector Supervisor, Assistant Bureau Chief and the Bureau Chief meet quarterly to review current data for the Boiler Safety's strategic and operational objectives and results from the boiler and pressure vessel owners/users' survey for customer satisfaction. The Inspector Supervisor 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 is based upon the employee's work plan. Other supervision is given as deemed necessary.

6. Variety and Purpose of Personal Contacts: The Inspector Supervisor is in contact with the shop owners, boiler and pressure vessel owners/users, and other involved citizens daily. On occasion, the Inspector Supervisor 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 Inspector Supervisor is required to be tactful but factual in dealing with complainants. Any complaints which prove to have validity will require the Inspector Supervisor to report the findings to the Assistant 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.

7. Physical Effort: The Inspector Supervisor is required to conduct inspections and accompany Inspectors during inspections. Physical dexterity is required; this includes bending, lifting (30 lbs.), climbing ladders, crawling, entering confined spaces, and other similar physical activities. Confined spaces include entering a boiler or pressure vessel through a single opening of 15" diameter or 11" x 16" around dimensions. A physical activity checklist is attached.

8. Work Environment and Conditions: The Inspector Supervisor works in an office environment and 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 Inspector Supervisor 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 Inspector Supervisor 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 Inspector Supervisor must be able to work on numerous projects concurrently, which are mentally stressful.

11. Safety for Others: The Inspector Supervisor is responsible to see that Inspectors are 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 Inspector Supervisor position is involved in the ASME Boiler and Pressure Vessel Code and the National Board Inspection Code which change often. The Inspector Supervisor must keep up with these changes as well as understand developments in the industry, and keep the Inspectors 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 diploma or GED and four years of experience in 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 application to boilers and pressure vessels; or an equivalent combination of education and experience. Degrees must be received from appropriately accredited institutions. Necessary Special Requirements Hold a National Board In-service commission with the A and B endorsements. Must possess and maintain a valid North Carolina driver's license. Management prefers five years of experience in the inspection of boilers and pressure vessels. Two years supervisory experience is desirable.

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 Inspector Supervisor must possess an Inservice Commission with A and B 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?

 7/19/19
Employee's Signature/Title Date

 Bureau Chief 07/19/2019
Supervisor's Signature/Title Date