

# ARIZONA DEPARTMENT OF HOUSING

[www.azhousing.gov](http://www.azhousing.gov)

## Manufactured Housing Inspection Supervisor

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

### JOB SUMMARY

Within the Manufactured Housing Division, this position is responsible for supervising all areas of required inspection of the construction of and installation of manufactured homes and factory-built buildings (FBBs). This position will oversee a team of inspectors and interact with licensees, public and local jurisdictions. Duties will include assisting with the statewide implementation and monitoring of programs that may include working with the United States Department of Housing and Urban Development (HUD), other states that participate in the HUD program and leading and/or attending meetings with these contacts for purposes of consistency and sharing best practices. Responsible for enforcing existing state laws, and regulations mandated by HUD, with regard to the installation of mobile homes, manufactured homes and FBBs. These functions support the Division's mission to maintain standards of quality and safety for the users and consumers of these products. The Inspection Supervisor will work with other Agency personnel to ensure consistent program compliance. Provide administrative and technical support to the Plan Review, Licensing, and Consumer Complaints sections, Inspection Administrator and Assistant Deputy Director positions within the Department. Administrative duties may include, but are not limited to, staff support, conducting daily huddles, record keeping, report writing, review of internal policies and procedures, assisting in gathering and analyzing monthly statistics and staff training.

#### Knowledge

- Knowledge of Federal and State statutes, rules and guidelines related to the Agency and the industry.
- Working knowledge of International Codes, National Electrical Code, and HUD regulations for construction and installation of manufactured homes.
- Knowledge of construction, manufacturing and installation methods related to regulated buildings.
- Basic statistical, data gathering techniques and continuous improvement methodology.

#### Skills

- Skill in preparing reports.
- Effective written and verbal communication.
- Managing special assignments.
- Identifying and solving problems.
- Basic computer skills and experience in managing software applications – Word and Excel.
- Review and analyze policies, procedures, and the implementation of new processes.

#### Abilities

- Ability to communicate and work with diverse populations.
- Read and understand engineered design plans and specifications.
- Lead and support staff.
- Manage projects and special assignments.

#### Licenses

- Valid Arizona Driver's License

### BENEFITS

The State of Arizona provides an excellent, comprehensive benefits package including:

- Medical, Dental, Life, and Short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- Accrued vacation and sick leave
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

### RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a waiting period for enrollment.

The State of Arizona is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.