



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 5036

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**CHIEF BOILER INSPECTOR**

GRADE M\*

**SCOPE OF WORK:**

Duties are performed under the direction of the Fire and Tornado Fund Program Manager within the Insurance Department. Individuals provides the administrative management of a program providing for the inspections of boilers and fired pressure vessels in accordance with Chapter 26.1-22.1, NDCC.

**DUTIES PERFORMED:**

- Plan, direct, and supervise boiler inspection program activities; develop policies and procedures for the inspection of boilers; hire and train boiler inspectors; evaluate performance of assigned staff.
- Oversee inspections performed by state boiler inspectors and private insurance inspectors to ensure compliance with the North Dakota boiler rules and regulations.
- Issue reciprocal commissions to allow inspectors to work in North Dakota.
- Develop and recommend changes to boiler rules, regulations, and laws.
- Conduct meetings and seminars regarding boiler inspections, rules and regulations for various boards, contractors, owners, and users.
- Coordinate inspection activities with other governmental agencies.
- Represent North Dakota as a member of the National Board of Boiler and Pressure Vessel Inspectors.
- Review and evaluate manufacturers and repair firms' quality control programs for National Board and State certification.
- Review and analyze American Society of Mechanical Engineers and National Board Code changes and inform inspectors of changed procedures.
- Maintain a state boiler and pressure vessel repair program and maintain a listing of welded repair firms.
- Review National Board repair stamp holders and safety valve repair firms.
- Provide technical assistance to manufacturers and repair firms through code reviews and code calculations.
- Provide technical assistance to engineers, installers, and owners/users regarding installations, operating problems, repair and alteration plans, and requirements for compliance with boiler rules and regulations.
- Establish and maintain required records of boiler data, inspection information, and any incidents, accidents, or violations relating to boiler installation, ownership, and operation.
- Oversee the payments and collections of boiler inspection fees and certificate fees.
- Perform external and internal inspections of boilers.

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NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.
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MINIMUM QUALIFICATIONS (Reference NDCC 26.1-22.1-03):

Requires five years of experience as a mechanical engineer, boilermaker, steam operating engineer, or boiler inspector in the construction, inspection, operation, maintenance, or repair of high pressure boilers and pressure vessels. Must hold a commission issued by the National Board of Boiler and Pressure Vessel Inspectors or must obtain the commission within one year after the date of appointment to this class. This individual is not directly or indirectly interested in the manufacture or sale of boilers or steam machinery or articles used in the construction or maintenance of engines or boilers.

Note: An applicant possessing a mechanical engineering degree from an accredited school may substitute that degree for two years of the five years experience required, at the discretion of the appointing authority.

Eff. Date: 10/74 – Titled as Boiler Inspector

Rev: 03/79 – Changed title to Chief Boiler Inspector

Rev: 07/96 – Revised format, updated minimum qualifications and duties.

Rev: 07/12 – Conversion to Hay System; \*Pay Grade Exception assigned 7/12; NDAC 4-07-04-11 & 4-07-04-12