

DESCRIPTION: Under general supervision, organizes, schedules, and conducts inspections for sanitation and safety within a cosmetology, esthetic, nail technology, body art, and massage establishment or facility; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not applicable.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Inspects cosmetology, esthetic, and nail technology salons and schools, massage therapy establishments and schools, and body art facilities in an assigned area of the state to determine if the sanitary and safety conditions of the establishment or facility and equipment meet state statutes, and rules and regulations.

Develops a weekly and monthly inspection schedule, including any overnight travel requests.

Documents and records inspection findings. Provides an exit visit explaining the inspection findings with the salon, establishment, school, or facility. Follows up to ensure licensee complies with any unsatisfactory ratings.

Completes special inspections to collect information to substantiate or discount sanitation or safety allegations relating to a complaint against salons, establishments, schools, and facilities, within assigned geographical area.

Provides training to contractual inspectors who provide inspections of salons, establishments, schools, and facilities, and serve as the point of contact and coordination for contracted inspectors.

Provides input regarding legislation and rules and regulations relating to the types of facilities inspected.

Consults with licensees to advise on and interpret applicable statutes, rules and regulations pertaining to cosmetology, esthetics, nail technology, massage therapy, and body art. Advises licensees of new requirements effective through either legislation or rules and regulations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: state statutes, rules, and regulations governing the cosmetology, body art, nail art, or massage therapy professions; current principles, practices and materials used in the cosmetology profession, salons and cosmetology school operation.

Ability to: communicate effectively and interact with persons of divergent backgrounds to exchange information related to cosmetology, body art, nail technology, or massage practice; compile and evaluate data and make accurate judgments to formulate sound recommendations; maintain confidentiality of information gathered through inspections and investigations; coordinate inspection schedule and contractual schedules; provide instruction and training to others; enter inspection data in computer system; develop and initiate correspondence; track inspection completions and revisits; review salon sketches for compliance with statutes/regulations; understand and provide accurate requirements to customers; travel daily to perform on-site inspections; identify non-compliance.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

At least one year of sanitation inspection experience OR current licensure as a cosmetologist, esthetician, nail technician, body artist, or massage therapist in the State of Nebraska.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable

SPECIAL NOTES:

Valid driver's license or the ability to provide independent authorized transportation required for regular day travel, which may also include overnight stays within the state of Nebraska.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).