

**NEVADA STATE CONTRACTORS BOARD
IS SEEKING APPLICATIONS FOR THE FOLLOWING**

JOB TITLE: Compliance Investigator – Henderson, Nevada

Conducts investigations of commercial and residential projects constructed by licensed contractors in response to complaints of non-compliance with trade and/or industry standards for materials and/or workmanship. Performs related activities to facilitate resolution of matter, either informally, by contractor corrective action, or formally through Board disciplinary action. Responds to complaint inquiries, and assists complainants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews plans and specifications for building related construction involving installation, remodeling, replacement, and repair, for use in the performance of investigations.

Coordinates possible resolution of complaint by conducting meetings and discussions with contending parties, addressing all alleged complaint items. Testifies in Board hearings.

Properly apply legal office terminology, forms, documents, and procedures in the course of completing work; prepare, read, and understand legal and court documents and extract relevant information.

Must be able to immediately recognize possible life/safety hazards that exist in building and project sites, and notify the appropriate jurisdictional agency and contractor involved for immediate action to correct the problem.

Demonstrate knowledge of the provisions of NRS 624 and the building codes for use in Nevada.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Be at least 21 years of age, a citizen of the United States and possess a Nevada driver's license and be insurable as a driver under a motor vehicle liability policy obtained by the Board.

A valid certificate in construction skills issued by a nationally recognized organization. A high school diploma and four years of progressively responsible experience performing field investigations or a high school diploma and at least 4 years of experience in the construction industry as a contractor, journeyman, foreman or supervising employee, or the equivalent thereof as determined by the Board. A bachelor's degree from an accredited college or university with a major in pre-engineering, construction inspection or construction technology, or a related area of study as determined by the Board, and have at least three (3) years of experience in the construction industry as a contractor, journeyman, foreman or supervising employee, or the equivalent thereof, as determined by the Board OR and sufficient combination of education and experience as determined by the Board.

Demonstrate knowledge of the provisions of NRS 624 and the building codes for use in Nevada.

Pass the Construction Management Examination not later than 1 year after beginning employment by the Board

SALARY AND BENEFITS

Starting Salary to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 401 and 457 pension plans. The

Board is a quasi State agency and employees are not participants in the P.E.R.S. retirement program.

HOW TO APPLY

To apply, send a resume to recruit2@nscb.state.nv.us . Resumes must be received no later than October 28, 2016.