

STEVE SISOLAK
Governor

State Of Nevada

Reply To:

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MEMBERS
Kent Lay, Chairman
Kevin Burke
Joe Hernandez
Jan B. Leggett
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Margaret Cavin
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Southern Nevada
2310 Corporate Circle, Suite 200
Henderson, Nevada 89074
(702) 486-1100
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Investigations: (702) 486-1110

STATE CONTRACTORS BOARD

NEVADA STATE CONTRACTORS BOARD IS SEEKING APPLICATIONS FOR THE FOLLOWING

JOB TITLE: Compliance Investigator – Reno, Nevada (Classified)

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 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

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

The starting salary for the position is from \$46,000 - \$48,000 per year, and is determined by 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 jgore@nscb.state.nv.us Job announcement will remain open until the position is filled.

Please let us know how you became aware of this job opening.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.