

Nevada State Contractors Board
Compliance Investigator
Reno, Nevada

The Nevada State Contractors Board is seeking a qualified candidate for the position of Compliance Investigator. Successful candidate will be investigating complaints against licensed and unlicensed contractors involving alleged violation of Nevada law that may involve workmanship, financial matters, and administrative violations.

Duties and Responsibilities May Include, But Are Not Limited To:

- ❖ Respond to complaints from consumers, contractors, suppliers, or public agencies.
- ❖ Investigate workmanship standards, failure to pay allegations, and various administrative violations related to residential and commercial construction projects.
- ❖ Gather and evaluate evidence such as contracts, bid documents, workmanship standards, building permits, business license information, worker's compensation and Employment security records and any other relevant documentation.
- ❖ Coordinate possible case resolution by conducting meetings and facilitating other corrective action.
- ❖ Prepare investigative memorandum and other investigative reports as required.
- ❖ Prepare, read, and understand legal and court documents and identify case relevant information.
- ❖ Identify situations in which life/safety hazards exist and quickly coordinate appropriate jurisdictional authority and corrective action.
- ❖ Prepare case files for disciplinary proceedings and testify at administrative and judicial hearings.

Qualifications:

- ❖ Be at least 21 years of age, a citizen of the United States and possess a valid Nevada Drivers license and be insurable as a driver under a motor vehicle liability.
- ❖ Possess four (4) years of full-time work experience conducting investigations or building inspections; or a Bachelor's degree from an accredited college or university with a major in pre-engineering, construction inspection, construction technology or related area of study; or the equivalent combination of training, education and experience.
- ❖ Demonstrate knowledge of the provisions of NRS 624 and the building codes for use in Nevada.
- ❖ Complete annually at least 16 hours of training related to construction. Comply with the Code of Ethical Standards as prescribed in NRS 281A.400 and submit to the Board a completed set of fingerprints and written permission authorizing the Board to submit those fingerprints to the Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report policy obtained by the Board.
- ❖ The successful candidate must successfully pass the Construction Management Survey Exam (CMS), administered by the NSCB within the first year of employment.

PHYSICAL DEMANDS

- ❖ The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ❖ Must be able to move safely about construction work sites. Mobility to work in a typical office setting, use standard office equipment, operate a motor vehicle to attend meetings and inspect properties; strength and stamina to inspect various

residential, commercial, and industrial properties or other facilities; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

- ❖ Frequently required to talk or hear; stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; regularly lift and/or carry up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job included close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY AND BENEFITS

Position Salary Range: is \$50,350 – 82,610 annually.

Benefit package includes Medical, Dental, Vision, 401(a) and 457(b) pension plans. The Board is a quasi public agency and employees are not participants in the P.E.R.S. retirement program.

Send resume to: recruit@nscb.state.nv.us.