

**STEVE SISOLAK**  
Governor

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Margaret Cavin  
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Jan B. Leggett  
Boyd Martin  
Steve Menzies

## State Of Nevada



## STATE CONTRACTORS BOARD

### Supervisor Investigations Unit

Nevada State Contractors Board  
Reno, Nevada

#### REPLY TO:

**Northern Nevada**  
5390 Kietzke Lane, Suite 102  
Reno, Nevada 89511  
(775) 688-1141  
Fax (775) 688-1271  
Investigations: (775) 688-1150

[www.nscb.nv.gov](http://www.nscb.nv.gov)

**Southern Nevada**  
2310 Corporate Circle  
Suite 200  
Henderson, Nevada 89074  
(702) 486-1100  
Fax (702) 486-1190  
Investigations (702) 486-1110

#### Compensation

\$66,950 to \$102,907 Annually

#### Benefits Offered

401K, Dental, Life, Medical, Vision

#### Employment Type

Full-Time

#### **JOB TITLE: Supervisor Investigations Unit – Reno, Nevada**

Under the direction of the Director of Investigations, the Supervisor of Investigations provides direction, guidance, and leadership to the Investigations Unit in Reno. The position is responsible for investigations of both licensed contractors and unlicensed contractors. The Supervisor oversees investigations of construction related problems involving homeowners and licensed contractors pertaining to Nevada Revised Statutes Chapter 624 and Nevada Administrative Code Chapter 624, as well as complaints against unlicensed contractors which could lead to the filing of criminal charges. This position supervises staff in accordance with Board policies and applicable laws and responds to complaint inquiries and assists complainants. The Supervisor must possess a valid certificate in construction skills issued by a nationally recognized organization.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides daily leadership, guidance and direction to investigations staff to ensure achievement of department and Board goals and objectives.
- Serves as liaison between Board, industry and community and represents agency at meetings and other forums to promote and explain the Board's mission, goals and objectives.
- Oversees, participates in and advises on preparation of cases for adjudication in Board hearing (licensed contractors) or criminal prosecution (unlicensed contractors).
- Reviews and analyzes compliance and criminal investigative files compiled by staff encompassing all evidence and facts pertaining to cases, complaints or resolutions and determines whether additional investigative work is necessary. Once review and/or analysis is complete, approves case files to proceed in the complaint process.
- Ensures compliance and criminal investigators complete case files thoroughly and timely, accordance with Board hearing schedules and established timeframes for resolution.

- Facilitates informal resolution of complaints by meeting with contending parties, using conflict resolution skills and diplomacy in handling confrontation.
- Conducts evidentiary and other meetings with contractors, counsel, and contending parties to resolve complaint or prepare matter for Board hearings.
- Inspects building and project locations for matters in dispute and validate complaints.

#### **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.
- Have one of the following:
  - Bachelor's Degree in related field or in business administration.
  - Five (5) years of work experience in the construction field.
  - A licensed contractor.
  - An equivalent combination of education, work experience and training.
- 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.

#### **BENEFITS**

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 Nevada P.E.R.S. retirement program.

#### **HOW TO APPLY**

To apply, send a resume to [recruit@nscb.state.nv.us](mailto:recruit@nscb.state.nv.us). Job announcement will remain open until the position is filled.