

Texas State Board of Plumbing Examiners

Employment Opportunity

929 East 41st Street
Austin, TX 78751

Position: EXAMINER

State Classification: 1570

Salary: \$3,804.70- \$4,167.10 Monthly

Opening Date: September 18, 2016

Benefits: Excellent benefits provided; numerous elective benefits are available

Job Vacancy Number: 09/16-456-05 (EXAM)

Salary Group: B17/Program Specialist I

Closing Date: Until Filled or Closed

No faxes or phone calls, please.

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

An **EXAMINER** for the Texas State Board of Plumbing Examiners works in the Austin Examination Department performing tasks associated with all written and practical examinations of individuals who apply to the agency for licensure or license endorsements. An Examiner works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Performs work that also involves providing technical assistance on the agency's examination services. Examiners may also provide recommendations regarding examination content, development and delivery functions. Examiners work under the general supervision of the Executive Director.

ESSENTIAL JOB FUNCTIONS:

- Provide friendly, courteous and professional service to the public and Board employees
- May review applications for eligibility
- May schedule examinations
- Prepare Examination Center for examinations
- Provide all examination instructions and materials directly to examinees
- Monitor examinees during examinations
- Grade examinations and electronically post grades
- Conduct health and safety demonstrations to examinees and the public
- Answer telephone and in-person inquiries from the public regarding examination processes and requirements
- Receive, unload, prepare, stock and maintain examination materials and tools
- In-state travel is not a routine function of the job duties, but occasionally may be required, when providing offsite examinations or public health demonstrations. Occasional long distance travel throughout the State, including consecutive overnight travel by automobile while towing a trailer, and/or by airline.
- Have and maintain a good driving record
- Perform various other duties as assigned
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and examination team, while upholding the agency's values and policies.

MINIMUM QUALIFICATIONS:

- Possess, demonstrate and works with a positive, friendly attitude.
- Have excellent communication and interpersonal skills for dealing in a professional and ethical manner with the public, coworkers and other entities
- Graduation from a standard senior high school or equivalent
- Possess a current or renewable Master Plumber, Journeyman Plumber or Plumbing Inspector license which has been maintained in good standing
- Possess and or have the ability to obtain license endorsements offered by the agency
- Possess and maintain a valid Texas driver's license and acceptable driving record
- Be able to work flexible hours and days, including some weekends, if required
- Demonstrate dependability and a good record of promptness and attendance in previous work history
- Skill in problem-solving and research. Proficient skill in utilization of resources.
- Possess good computer skills along with the ability to use MS Office Suite, email & versa
- Prior to employment, the applicant must be divested of any conflict of interest, including any financial or advisory interests in any plumbing company, serving as a Plumbing Inspector or providing any type of examination preparation or training courses to individuals who maybe or become licensees or registrants of the Board.
- Experience in each aspect of the installation of plumbing, including repair, remodel, new residential and commercial, medical gas, backflow devices and irrigation
- *Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 35-Military Intelligence, YN Yeoman, 92-Quartermaster Corps, Administration, 02- Intelligence, 16- Operations or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.*

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

PREFERRED (NOT REQUIRED) QUALIFICATIONS:

- Bilingual, English/Spanish
- Customer service experience
- Vocational teaching or industry related training experience

The successful candidate will have: Knowledge of laws, rules and standards related to plumbing and the ability to interpret and apply laws, rules, regulations, and adopted standards of the plumbing industry. Education and/or experience in regulations or instruction within the plumbing industry.

To Apply

No faxes or phone calls, please.

- Submit a completed State of Texas application by e-mail to:

info@tsbpe.state.tx.us

- State of Texas applications may be downloaded from

<http://www.twc.state.tx.us/jobs/gvjb/sota.html>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TSBPE business a background investigation will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require special accommodations during the application process.
- TSBPE is an “employment at-will” agency.

CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.