

Texas State Board of Plumbing Examiners

Employment Opportunity

929 East 41st Street
Austin, TX 78751
www.tsbpe.state.tx.us

Job Vacancy Number: 01/12-456-08 (ENF) FORT WORTH, TEXAS

Agency Working Title: Field Representative/Investigator

State Classification: 1353 Investigator IV Salary Group: B18

Salary: \$3,350 monthly

Opening Date: February 17, 2012

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available

No faxes or phone calls, please.

Job Description

This job description is not an employment agreement or contract. It is intended only to describe the general nature of the position and does not constitute an all-inclusive list of duties, nor the knowledge, skills, and abilities required to perform the job. Management has the exclusive right to alter this job description at any time without notice.

Represent the Texas State Board of Plumbing Examiners (TSBPE) as a Field Representative/Investigator in the Enforcement Department, assigned to the Fort Worth area (after initial training period in Austin office and other regional field areas). Perform moderately complex consultative and technical work under the general supervision of the Chief Field Representative with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Provide friendly, courteous and professional service to the public and agency employees
- Investigate complaints of alleged violations of the Plumbing License Law
- Conduct onsite monitoring of all types of construction sites where plumbing work occurs to enforce the Plumbing License Law and Board Rules
- Issue notices of violations of the Plumbing License Law and Board Rules
- Testify in courts of law as required
- Maintain knowledge of all phases of plumbing and plumbing codes and the Plumbing License Law
- Maintain daily records of field activities on a notebook computer
- Prepare detailed reports using MS Word and file them in a timely manner
- Explain the requirements of the Plumbing License Law and Board Rules
- Meet and speak with city, county, state officials, and industry associations
- Maintain knowledge of all types of examinations administered by the Board, and, if necessary, administer examinations

- Travel long distances frequently throughout the state, including consecutive overnight travel by automobile, while towing a trailer, and by airline when required. Travel expenses are reimbursed according to state guidelines
- Maintain a suitable office in the employee's residence from which to work
- Work flexible hours and days, including some weekends, as required
- Perform various other duties as assigned

MINIMUM QUALIFICATIONS:

- Reside or relocate to or near the Fort Worth area as soon as reasonably possible in order to accommodate the needs of the agency. Must also reside in an area serviced by a high speed internet service provider.
- Graduation from a standard senior high school or equivalent
- Possess a current Texas Master Plumber or Journeyman Plumber license which has been maintained in good standing
- At least eight (8) years of verifiable experience working in the plumbing trade
- Possess and maintain a valid Texas driver's license and acceptable driving record
- Pass the required examination to obtain the Council on Licensure, Enforcement and Regulation Investigator certification within one year of employment, or as required. Complete additional training, as required
- Be able to work flexible hours and days, including some weekends, if required
- Be able to personally incur travel expenses prior to reimbursement by the agency, according to state guidelines
- Be able to access all areas of all types of construction sites where plumbing work occurs to conduct investigations, gather all necessary evidence and conduct the essential functions of a Field Representative/Investigator
- Be able to maintain a suitable office in the applicant's residence from which to perform the applicable duties of a Field Representative/Investigator
- Demonstrate self-discipline and motivation to work from the applicant's home office, accurately assess and organize workload and meet performance measures with a minimum of supervision
- Thorough understanding of the TSBPE mission and how it is accomplished
- Thorough understanding of the Plumbing License Law, Board Rules and plumbing codes adopted by the state
- Demonstrate proficiency in using a notebook or personal computer, Microsoft Word, Excel and email programs
- Possess, demonstrate and work with a positive, assertive attitude and excellent communication and interpersonal skills for dealing in a professional and ethical manner with the public, coworkers and other entities
- Demonstrate dependability and a good record of promptness and attendance in previous work history
- Prior to employment, the applicant must be divested of any conflict of interest, including any financial or advisory interests in any plumbing company
- Relocation to another region of the state is not anticipated, but could possibly be required at some later time

PREFERRED (NOT REQUIRED) QUALIFICATIONS:

- Experience in each aspect of the installation plumbing, including repair, remodel, new residential and commercial, medical gas, backflow devices and irrigation

- Certifications from ICC or IAPMO
- Supervisory experience
- Vocational teaching experience
- Similar experience with regulatory agencies or local governments
- Customer service experience
- Bilingual, English/Spanish

To Apply

- **No faxes or phone calls, please.** Submit a signed State of Texas application by e-mail to: info@tsbpe.state.tx.us

Or by mail to: Texas State Board of Plumbing Examiners
 Attention: Human Resources
 P. O. Box 4200
 Austin, TX 78765-4200

- State of Texas applications may be downloaded from <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>

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

- Due to the nature of TSBPE business a background investigation will be conducted, prior to an offer of employment, to determine criminal history and history of violations of the Plumbing License Law and Board Rules.
- 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.
- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration. Skill demonstrations or work simulations may 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.
- The State of Texas requires all male candidates between the ages of 18 to 25 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.

AN EQUAL OPPORTUNITY EMPLOYER

TSBPE is committed to the principles of equal employment opportunity and workforce diversity. We believe we can best serve our State through a diverse workforce. TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.