

# NEVADA STATE CONTRACTORS BOARD

## Job Description Form

Position Title	Supervisor Investigations Unit	Last Revised: August 2024
Reports to:	Director of Investigations	Supervisory Responsibilities: Yes
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	FSLA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Department   Investigations Location   Reno, NV
<b>POSITION SUMMARY</b>		
<p>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.</p>		
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>- Provides daily leadership, guidance and direction to investigations staff to ensure achievement of department and Board goals and objectives.</li> <li>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.</li> <li>- Oversees, participates in and advises on preparation of cases for adjudication in Board hearing (licensed contractors) or criminal prosecution (unlicensed contractors).</li> <li>- 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.</li> <li>- Ensures compliance and criminal investigators complete case files thoroughly and timely, accordance with Board hearing schedules and established timeframes for resolution.</li> <li>- Facilitates informal resolution of complaints by meeting with contending parties, using conflict resolution skills and diplomacy in handling confrontation.</li> <li>- Conducts evidentiary and other meetings with contractors, counsel, and contending parties to resolve complaint or prepare matter for Board hearings.</li> <li>- Inspects building and project locations for matters in dispute and validate complaints.</li> </ul>		
<b>QUALIFICATIONS, EDUCATION AND EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>- 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.</li> <li>- Have one of the following:             <ul style="list-style-type: none"> <li>- Bachelor's Degree in related field or in business administration.</li> <li>- Five (5) years of work experience in the construction field.</li> <li>- A licensed contractor.</li> <li>- An equivalent combination of education, work experience and training.</li> </ul> </li> <li>- Demonstrate knowledge of the provisions of NRS 624 and the building codes for use in Nevada.</li> <li>- Pass the Construction Management Examination not later than one (1) year after beginning employment by the Board.</li> <li>- <b>Covid-19 Vaccination Required</b></li> </ul>		

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Concepts, materials and terminology related to construction.
- Laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules relating to construction.
- Industry standards applicable to construction.
- Construction inspection and investigation methods.
- Procedures, techniques and practices of documenting investigations to ensure compliance and corrections.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Computer software applications including database systems, Internet, spreadsheet and work processing applications.

### **Skill in:**

- Communicating effectively in writing and orally as appropriate for the needs of the audience.
- Understanding written sentences and paragraphs in work-related documents.
- Bringing others together and trying to reconcile differences and adjusting actions in relation to others' actions.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Motivating, developing, and directing people as they work, identifying the best people for the job.

### **Ability to:**

- Apply general rules to specific problems to produce answers that make sense.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Communicate information and ideas orally and in writing so others will understand.
- Tell when something is wrong or is likely to go wrong.
- Generate or use different sets of rules for combining or grouping things in different ways.

## **ATTRIBUTES AND COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following attributes and competencies to perform the essential functions of this position.

- **Team Work:** balances team and individual responsibilities; contributes to building a positive team spirit; recognizes accomplishments of other team members; able to build morale and group commitments to goals and objectives.
- **Technical Skills:** assesses own strengths and weaknesses; pursues training and development opportunities; strives to continually build knowledge and skills; shares expertise with others.
- **Analytical:** synthesizes complex and diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- **Problem Solving:** identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group solving situations; uses reason even when dealing with emotional topics.
- **Leadership:** exhibits confidence in self and others; inspires and motivates others to perform; accepts feedback from others; gives appropriate feedback to others.
- **Business acumen:** understands business implications of decisions, displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **Project Management:** develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

- Managing People: includes staff in planning and decision-making; develops subordinates’ skills and encourages growth; continually works to improve supervisory skills; takes responsibility for subordinates’ activities; makes self available to staff; provides regular feedback.
- Organizational support: follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities.
- Strategic Thinking: develops strategies to achieve organizational goals; adapts strategy to changing conditions.
- Adaptability: adapts to changes in work environment, manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes; delays or unexpected events.
- Initiative: volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.
- Innovation: displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas.
- Motivation: sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
- Judgment: displays willingness to make decisions; exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions.
- Ethics: treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Professionalism: approaches other in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality: demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Planning/Organizing: prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**CERTIFICATES AND LICENSES**

– Must possess a valid Nevada Driver’s license with insurable driving record. Current Peace Officer’s Standards and Training (POST) Category One or Category Two certification desired.

**BENEFITS AND COMPENSATION**

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

**ENVIRONMENTAL/PHYSICAL**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is occasionally exposed to outside weather conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee may regularly lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to walk and use hands to finger, handle or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance.

Must be able to move safely about construction work sites and have sufficient strength and stamina to inspect various residential, commercial and industrial properties or other facilities.

REVIEWED BY		<i>Title</i>	
APPROVED BY		<i>Title</i>	