

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV35162
Job Class Code:	400	Salary Schedule:	ASRRRGINS
EEO Category:	02	Grade:	19
Workers Comp Code:	5606		

Job Code Established:	09/28/92	Effective Date:	09/28/92
Job Code Revised:	03/28/04	Effective Date:	

JOB CODE SERIES: Regulation of Contractors/Manufactured Housing

JOB CODE TITLE: REGISTRAR OF CONTRACTORS CONSTRUCTION INSPECTOR

HRIS TITLE: REG-CON CONST INSPR

CHARACTERISTICS OF THE CLASS: Works under the direction of a first-line supervisor and exercises considerable independent judgment within established program parameters. Has the authority to make recommendations for construction repairs and/or improvements needed to bring projects up to code; recommend changes to first line; investigate suspected illegal activities; process action against unlicensed contractors through the Attorney General, the County Attorney or the courts. Prepares for and testifies in court as an expert witness. Conducts inspections of commercial and residential construction projects in response to complaints filed against licensed and unlicensed contractors; makes determinations regarding the acceptability of work performed/materials utilized; orders contractors to take necessary corrective actions; issues cease and desist orders; as required, performs preliminary investigations of unlicensed contractors, prepares reports, recommends civil penalties; may independently operate a district office. Conducts recovery fund inspection, reviews and evaluates bids submitted by the claimant; makes recommendation for/or the denial of a pay out and the amount of the payout up to a maximum of \$30,000.00 per claim. Responsible for timely and accurate completion of assigned work projects; timely and accurate response to contractor and complainant via correspondence and/or telephone; scheduling and prioritizing work assignments within established time frames; proper use and maintenance of state equipment, such as vehicle and test equipment; independent maintenance of a state office, as required. Work product consists of completed job site inspections; completed recovery fund inspections; complete inspection reports ordered by the courts and Registrar of Contractors legal department including findings and recommendations for corrections and repairs; reports prepared and submitted on preliminary investigations.

EXAMPLES OF DUTIES: Informs license holders of violations they may have and makes suggestions for correction. Investigates property owner complaints regarding residential construction; interviews complainants and contractors, takes depositions, interviews third parties, makes determinations. Conducts field investigations related to reported violations or irregularities in commercial and residential construction; interviews complainants and others, examines evidence, recommends actions. Reviews bids, contracts, and specifications with reference to recovery fun payouts. Investigates incidents or violations by collecting evidence of law violations at commercial and residential construction job sites, interviewing claimants, and resolving questions. Writes detailed reports based on research, inspection, investigation or inquiry, in prescribed format or on established forms provided. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with property owners or concerned persons and advises them regarding their complaints. Drives automobile to various locations within an assigned geographical area of the state carrying out business of the work system. Performs related work as required.

WORK CONDITIONS: Frequent daily travel; occasional overnight stays away from home base; significant involvement in conflict resolution, dealing with a wide range of personalities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State statutes and industry standards applicable to the regulation of commercial and residential construction; national and local building codes; building construction materials commonly used in commercial and residential construction; construction inspection methods, procedures and techniques; methods, procedures and techniques used in the investigation of illegal construction activities; policies and procedures used by the work system.

Skill/Ability to: mediation, handling adversarial situations between homeowners and contractors at job sites and court appearances; analyzing and evaluating a wide variety of technical data, including building plans, specifications, building codes and manufacturer's literature in relation to Federal and State laws, statutes and regulations; observing and evaluating workmanship and/or material deficiencies in commercial and residential construction projects; oral and written communications; interpersonal relations, as applied to contacts with contractors, commercial and residential property owners and other agency staff.

SPECIAL SELECTION FACTORS: I.C.B.O. Certification required at the time of appointment. Must possess a valid Arizona driver's license at a level appropriate to the position/assignment. Three years of experience as a residential and commercial construction superintendent, project manager or contractor. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted