

**TEXAS STATE BOARD OF PLUMBING EXAMINERS (TSBPE)  
JOB VACANCY ANNOUNCEMENT**

**Investigator IV (ENF)**

**929 East 41<sup>st</sup> Street  
Austin, TX 78751**

<b>Job Title:</b>	Investigator IV (ENF) Houston, Texas area	<b>Closing Date:</b>	Open until Filled or Closed
<b>Class Code/Salary Group:</b>	1353/B18	<b>FLSA Status</b>	Non-Exempt
<b>Posting Number:</b>	09/20-456-01 (ENF)	<b>Schedule</b>	Full-Time
<b>Reports to:</b>	Director of Enforcement	<b>Division:</b>	Enforcement
<b>Annual Salary:</b>	\$4185.17/Monthly	<b>Travel:</b>	50%
<b>Benefits:</b>	Excellent benefits provided; numerous elective benefits are available.		

**GENERAL DESCRIPTION**

**Investigator IV** Represents the Texas State Board of Plumbing Examiners (TSBPE) as a Field Representative/Investigator in the Enforcement Department, assigned to the Houston, Texas area (after initial training period in Austin office and other regional field areas). Performs moderately complex consultative and technical work under the general supervision of the Director of Enforcement with moderate latitude for the use of initiative and independent judgment. Attendance and punctuality are required work attributes, must maintain an 87% attendance and punctuality rate based on an average 50-week work year and adheres to their assigned schedule including shift start/end times, breaks and lunches.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army: 36B, 89A, 36A, 70C, 36, 89, 70. Navy: LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, FIN10. Marines: 3451, 3402, 3404, 3408, 8844, 34, 88. Air Force: 6F0X1, 654A, 6SFX, 65WX, 6F, 6S.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

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.

**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 and Board Rules. Perform extensive research to ensure compliance of individuals offering plumbing services.
- Conduct onsite compliance checks of all types of construction sites where plumbing work occurs to enforce the Plumbing License Law and Board Rules. Explain the requirements of the Plumbing License Law and Board Rules. Monitor Plumber's Professional Education classes for compliance and communicate requirements to providers, instructors and students.
- 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, adopted plumbing codes and the Plumbing License Law. Meet and speak with city, county, state officials, and industry associations.
- Maintain daily records of field activities on a laptop computer. Prepare detailed reports using MS Word and Excel. File reports in a timely manner using a custom software program on a laptop computer and/or other software programs.
- Maintain knowledge of all types of examinations administered by the Board, and, if necessary, administer examinations and occasionally assist as an alternate Examiner.
- Travel long distances frequently throughout the state, including consecutive overnight travel by automobile, occasionally while towing a trailer, and by airline when required. Travel expenses are reimbursed according to state guidelines.

- May occasionally be required to lift up to 50 lbs.
- Ability to withstand possible hazardous working conditions. Some work may be performed both inside and outside under extremely hot and cold conditions in close proximity to building materials and/or operating machinery. Some work may be performed in small crawl spaces, attics, and other small building spaces. Climbing on ladders, catwalks, scaffolding, elevators, and roofs may be required.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED.
- Reside or relocate to the Houston, Texas area as soon as reasonably possible in order to accommodate the needs of the agency.
- Current Licensee with at least seven (7) years of verifiable experience working in the plumbing trade.
- Possess and maintain a valid Texas driver's license and acceptable driving record.
- Ability to use computers and quickly learn and use custom agency specific software programs.
- 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.
- Show ability 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 all essential functions of a Field Representative/Investigator.
- Demonstrate self-discipline and motivation including being able to 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.
- Must demonstrate prior to employment proficiency in using a notebook or personal computer, Microsoft Word, Excel, Power Point, Adobe and email programs, and be able to maintain electronic files.
- 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, Plumber's Professional Continuing Education Provider programs.
- 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.
- The ability to conduct extensive research.
- Vocational teaching experience.
- Similar experience with regulatory agencies or local governments.
- Customer service experience.
- Bilingual, English/Spanish

## SCHEDULE

**Work hours Monday through Friday from 8:00 a.m. – 5:00 pm. May be required to work additional hours including evenings or weekends.**

## HOW TO APPLY

The Texas State Board of Plumbing Examiners (TSBPE) accepts applications for posted vacancies only. Submit one State of Texas Application for each position in which you are interested. **NO PHONE CALLS or FAXES, PLEASE.**

Resumes are accepted, but not in lieu of the State of Texas application. A State of Texas Application with “see resume” within the summary of experience is considered incomplete.

**SUBMIT A SIGNED STATE OF TEXAS APPLICATION BY EMAIL TO:** [info@tsbpe.texas.gov](mailto:info@tsbpe.texas.gov)  
**State of Texas applications can 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 complete download and save the State of Texas Application for Employment. Only signed completed State of Texas Applications sent via email in a PDF formatted file will be considered.

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.

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. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.

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 or selection process.

Employment with TSBPE is covered by the Fair Labor Standards Act (FLSA).

TSBPE is an “employment at-will” agency.

Applicants must fully complete the summary of experience on the State of Texas application to determine if minimum qualifications are met.

*VETERANS: We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.*

*In compliance with the Americans with Disabilities Act (ADA), TSBPE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact via email at [info@tsbpe.texas.gov](mailto:info@tsbpe.texas.gov). If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.*

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.