

Texas State Board of Plumbing Examiners

Employment Opportunity

929 East 41st Street
Austin, TX 78751

Position: EXAMINER

State Classification: 1570

Salary: \$4,185.17/monthly

Opening Date: July 23, 2021

Benefits: Excellent benefits provided; numerous elective benefits are available

Job Posting Number: 07/21-456-08 (EXAM)

Salary Group: B17/Program Specialist I

Closing Date: Until Filled or Closed

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 Waco and Austin Examination Centers performing tasks associated with all written and practical examinations of individuals who apply to the agency for licensure or license endorsements. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Provides 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 Chief Examiner and the Executive Director. Maintains at least 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.

Attendance and punctuality are required work attributes. Due to the nature of this position, it is not eligible as a work-from-home position, except when designated by the Executive Director in an emergency situation.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 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. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Essential Job Functions

- Provide friendly, courteous and professional service to examinees, the public and other TSBPE employees
- May review applications for eligibility and 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. Maintain knowledge of all types of examinations administered by the Board.

- Conduct health and safety demonstrations to examinees and the public both onsite and offsite.
- Answer telephone and in-person inquiries from the public regarding examination processes and requirements
- Receive, unload, prepare, stock and maintain examination materials and tools. (May occasionally be required to lift up to 50 lbs.).
- In-state travel is a routine function 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.
- 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 with a positive, friendly attitude.
- Perform various other duties as assigned.

Minimum Qualifications

- High school diploma or GED. Graduation from a standard senior high school or equivalent.
- Possess a current Master Plumber or Journeyman Plumber which has been maintained in good standing.
- Possess and maintain a valid Texas driver's license and acceptable driving record.
- Have excellent communication and interpersonal skills for dealing in a professional and ethical manner with examinees, the public, coworkers and other entities.
- Possess and/or have the ability to obtain license endorsements offered by TSBPE.
- Be able to work flexible hours and days, including some weekends.
- 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 basic computer skills along with the ability to use Microsoft Office.
- 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 may be or may 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
- When travel is required, must be able to personally incur travel expenses prior to reimbursement by the agency, according to State guidelines.
- Must demonstrate proficiency in using a personal computer/laptop/tablet and utilize Microsoft Word, Excel, Power Point, Adobe, e-mail programs, and be able to maintain electronic files. Ability to learn and use a custom software program.
- This position does not include a Work from Home option.

Preferred (Not Required) Qualifications

- Bilingual English/Spanish highly preferred
- Vocational teaching or industry related training experience

- Customer service 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 typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

- State of Texas applications may be downloaded from

<http://www.twc.texas.gov/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. Only signed completed State of Texas applications 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 check 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. 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 assistance or special accommodations during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

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AN EQUAL OPPORTUNITY EMPLOYER

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