

Texas State Board of Plumbing Examiners

Employment Opportunity

929 East 41st Street

Austin, TX 78751

Position: Investigator IV (ENF) Lubbock, Texas area

Job Posting Number: 08/24-456-02

State Classification: 1353

Salary Group: B18 – Investigator IV

Salary: \$4,976.79 monthly

Full Time

Opening Date: 07/30/2024

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available

Start Date: August 2024

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.

Investigator IV: Represents the Texas State Board of Plumbing Examiners (TSBPE) as a Field Representative/Investigator in the Enforcement Department, assigned to the Lubbock, 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.

Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

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 or may have occurred 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.
- 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, occasionally assist as an alternate Examiner.

- Travel long distances frequently throughout the state, including consecutive overnight travel by automobile, occasionally while towing a trailer, or by airline when required. Travel expenses are reimbursed according to state guidelines.
- Must be able to support their own meals and hotel while traveling on state business until reimbursed by the agency.
- Must be able to apply and to be approved for use of State travel credit card.
- Must be able to occasionally 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 near 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.
- Maintain a home office with working highspeed internet service.

Minimum Qualifications

- High School Diploma or GED.
- Reside or relocate to the Lubbock, Texas area as soon as reasonably possible to accommodate the needs of the agency but in no more than 90 days.
- Currently licensed as a plumber, 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 and obtain certifications 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

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

IMPORTANT: A downloadable State of Texas Application for Employment can be found at:

https://tsbpe.texas.gov/wp-content/uploads/documents/StateOfTexas_ApplicationForEmployment_TWC.pdf

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 accommodation during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

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.