



Contractors Certification Field Investigator

Category: Classified
Pay Grade: C24
Job Code: 01460

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized technical field and administrative work in the enforcement of the County's Contractor Licensing Law; investigates complaints against licensed and unlicensed contractors; makes inspections at construction sites to determine compliance with County and State licensing requirements; ensures that contractors and sub-contractors are properly licensed to perform work in compliance with established regulations, codes, and laws.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Checks new construction sites to ascertain if construction personnel are properly licensed;
- Checks company trucks on job sites for proper identifying signs;
- Checks for home improvement contractors operating without a license or permits;
- Stops work at job site when required;
- Investigates complaints of consumers against licensed and unlicensed contractors and writes violation notices and citations;
- Assists consumers, contractors, and other agencies with a variety of inquiries by phone, mail, email, and in person;
- Makes a complete investigation of violations and files for prosecution with the State Attorney's Office;
- Works closely with Department of Justice and Consumer Services to coordinate caseloads and share investigational data;
- Prepares evidence against licensed contractors for presentation at licensing board hearings;
- May appear as an informed witness in civil or criminal litigation proceedings and must present cases at special magistrate hearings;
- Notifies and/or cites individuals who are in violation, explains law, and attempts to achieve compliance;
- Audits all advertising media for compliance with state and County laws;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent (G.E.D.) and five (5) years of experience in the field of construction, construction code compliance/enforcement investigator work or a related field; or an equivalent combination of education, training and/or experience that meets eligibility requirements according to one of the criteria in Florida Statute 468 covering examinations and certifications for persons who take the examination for certification as a Building Code Inspector (Note: Candidate must secure and continually maintain a valid certificate as a State of Florida Building Inspector in accordance with the requirements of FS 468.); or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Applicant must secure a valid certificate as a Building Inspector within two (2) years of employment and maintain the required continuing education as required by Florida.
- Other knowledge, skills, abilities, and credentials required for a specific position.
- Depending on area of assignment, CLOAF (Construction Licensing Officials Association of Florida) certification may be required.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of Florida and Pinellas County construction licensing as applied to the building and construction industry.
- Knowledge of investigatory techniques and procedures.
- Knowledge of workers' compensation and liability insurance requirements as they apply to licensed contractors.
- Knowledge of basic building codes.
- Knowledge of standard construction and home improvement practices.
- Knowledge of basic permitting and inspection processes.
- Ability to initiate contact with the general public and present an attitude of diplomacy, impartiality, sympathy and sound judgment.
- Ability to apply computer applications and software.
- Ability to explain, interpret and enforce codes and regulations firmly, tactfully and impartially.
- Ability to present ideas effectively, both orally and in writing.
- Ability to research legal records.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.

- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.