

CONTRACTOR'S LICENSE INVESTIGATION SUPERVISOR**NATURE OF WORK IN THIS CLASS**

This is complex technical and supervisory work involved in the investigation and enforcement of the Guam Contractor's License Board laws, rules and regulations.

Employees in this class supervise and participate in investigation and enforcement activities.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises and participates in the inspection and investigation of contractors to assure compliance with the Guam Contractor's License Board laws, rules and regulations; determines violations and issues notification of violation to the licensed or non-licensed contractor; interprets and provides advise/information on inquiries relative to laws, rules and regulations; advises contractors in obtaining licenses to conform with findings of investigations.

Conducts on-site inspections to asses compliance with licensing laws and regulations; reviews construction projects through plans and specifications.

Investigates consumer complaints; gathers, analyzes, evaluates and determines facts from information obtained in each complaint; conducts interviews with contractors, witnesses and suspects; takes statements under oath; examines records and collects and preserves evidence.

Appears before the Guam Contractor's License Board and/or court of law as a witness in disputed cases.

Supervises training of employees in inspection and technical procedures.

Maintains records and prepares investigative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of local and national uniform building codes and standards, labor laws and OSHA.

Ability to supervise the work of others.

Ability to read and interpret building construction plans and specifications and to recognize deviations from such plans in the construction process.

Ability to enforce rules and regulations with firmness, tact and impartiality.

Ability to learn, interpret and apply pertinent laws, rules and regulations and other program guidelines.

Ability to gather facts and information and maintain their confidentiality.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare investigation reports.

Skill in investigative techniques and methods.

Skill in the safe operation of a motor vehicle.


MINIMUM EXPERIENCE AND TRAINING

- a) Three (3) years of progressively responsible experience in the application of building construction regulations, one (1) year of experience in building inspection and enforcement work, and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license.

ESTABLISHED: DECEMBER 1986
AMENDED: JULY 1991
PAY RANGE: 44



FELIX P. CAMACHO
Executive Director
Civil Service Commission