

# CONSTRUCTION INDUSTRIES BOARD

## JOB OPENING ANNOUNCEMENT

FIELD INVESTIGATOR (Electrical Trades)  
Southeast Oklahoma Territory  
(FLSA Classification: Non-Exempt)  
Unclassified Position  
Salary Range: \$3475.16/mo - \$3648.92/mo

Deadline for Applications: 4 – 6 weeks, or until filled.

**HOW TO APPLY:** Send resumes to: Construction Industries Board, Attn: Janis Hubbard, Administrator, 2401 N. W. 23<sup>rd</sup>, STE 2F, Oklahoma City, OK 73107.

**TITLE:** FIELD INVESTIGATOR (Electrical Trades)

**LOCATION OF WORK:** Southeast Oklahoma Territory

### Summary:

Enforces licensing act and regulations of Electrical trades. Works with local public and private groups to coordinate and educate on topics of licensing. Gathers information, prepares reports, and testifies at hearings on licensing, inspections and violations. Home-based duty station in Oklahoma (specific counties to be determined). Extensive in-state travel. Some overnight travel required. Must be able to pass law enforcement background check.

### Typical Functions:

1. Enforces electrical licensing act by investigating licensing and code standards, receiving and investigating complaints regarding licensing and code standards, issuing citations if required, interpreting meaning of inspection codes and laws, preparing inspection and Notice of Violation (NOV) reports, evaluating installations by using codes and installation instructions, and preparing citations for failure to comply with NOV.
2. Works cooperatively with city inspectors, other government entities, private interests, contractors and professional clientele, such as engineers and architects, to offer information and education on responsibilities, role, and services.
3. Inspects and investigates construction sites to ensure compliance with all applicable licensing laws and adopted statewide construction codes.
4. Meets with other state agencies and local governments to compare and coordinate activities of mutual interest and makes oral presentations and reports to CIB Board and others.
5. Attends meetings of trade-related organizations to network with other investigators and inspectors to develop consistency in job performance.
6. Plans, organizes, and manages time and travel in relation to investigations, complaints, and inspections in assigned counties including ensuring full coverage of assigned territory.
7. Enters information into computer databases and logs, prepares reports from inspections and violations to present citation to proper hearing committee, and testifies at trade hearings.
8. Proctors licensing examinations as necessary.
9. Prepares travel reports, activity reports, and time reports for supervisory approval.
10. Demonstrates attitude of support and cooperation to CIB Board, CIB staff, industry partners, and customers while maintaining professional manner in dress and attitude at all times.
11. Performs other duties as needed.

### Knowledge, Skills, and Abilities:

Comprehensive knowledge of investigative methods and techniques; of state-adopted construction codes and technical standards; of electrical theories; of standards governing installation, maintenance, repair, and modification of electrical work in industrial, commercial,

or residential structures; and of Oklahoma Electrical Licensing Act. Ability required to establish and maintain effective working relationships with others; to follow written and oral instructions; to apply appropriate trade theories and standards to an actual job; to interpret laws, codes, and ordinances; and to read and interpret blueprints and specifications.

Minimum Qualifications:

Completion of U.S. Department of Labor approved electrical training course or completion of 30 semester hours at accredited college or university or accredited vocational program in courses relating to design, installation, and construction of electrical systems. Licensure as electrical journeyman or contractor in accordance with Oklahoma electrical Licensure Law and five years licensed experience in electrical trade field involving industrial, commercial or institutional experience. Successful candidate required to obtain both a national certification and State of Oklahoma license as a Residential 1 & 2 family dwelling Electrical Inspector within one year of hire and Electrical General Inspector within 2 years of hire.

The Construction Industries Board is an Equal Employment Opportunity Employer. It is the policy of the Construction Industries Board to not discriminate against or deny equal employment opportunity to any applicant or employee on the grounds of race, sex, color, age, national origin, genetic information, religion, or disability, so long as the disability does not render the person unable to do the work for which employed. All employees of the Construction Industries Board are "at will" employees. Applicants will not be discriminated against before or during their employment.