

CONTRACTORS CERTIFICATION FIELD INVESTIGATOR

Job Code	Pay Grade
01460	CL16

Nature of Work

This is specialized technical field and administrative work in the enforcement of the County's Contractor Licensing Law. An employee in this classification investigates complaints against licensed and unlicensed contractors, and makes inspections at construction sites to determine compliance with County and State licensing requirements. Work involves ensuring that contractors and sub-contractors are properly licensed to perform work in compliance with established regulations, codes and laws.

Minimum Qualification Requirements

- 2 years experience in construction code compliance/enforcement related investigator work analyzing and taking administrative action to resolve issues of non-compliance by licensed parties to include compliance with the Florida Building Code; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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.
- Depending on area of assignment, CLOAF (Construction Licensing Officials Association of Florida) certification may be required.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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; writes violation notices and citations.
- Makes a complete investigation of violations; files for prosecution with the State Attorney's Office. Works closely with Department of Justice & Consumer Services to coordinate case loads 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 related work as assigned or required.

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.

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Knowledge, Skills, and Abilities (continued)

- 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.

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Revised	EEOC Code	Overtime Code
3/13	Technicians	Classified