

# Licensing Field Representative

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## Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D and (5) five years' experience in construction projects, including inspection and written reports of project progress.

Knowledge, Abilities and Skills: Application of considerable knowledge of the principles, methods and materials of construction projects to include drainage, buildings and facilities.

Application of some knowledge of public relations methods.

Application of knowledge and use of a personal computer, email, Internet and appropriate software, surveying instruments and distance measuring equipment.

Interpret survey data, drawings, and specifications.

Maintain files, record sampling data and prepare reports.

Establish and maintain effective working relationships and coworkers, officials, customer departments, contractors, regulatory agencies, and the general public.

Clear, concise oral and written communication to present technical instruction and direction to project foremen, contractors, architects, engineers, and homeowners.

Skill in use and care of office equipment.

*This job specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.*

**If interested, please see Lisa**

**POSTED:** 04/15/2024

**CLOSE:** Until Filled