

DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS (DAPE)

JOB DESCRIPTION

9/7/2023

TITLE: PART-TIME INVESTIGATION AND OUTREACH ASSISTANT

REPORTS TO: EXECUTIVE DIRECTOR

JOB CLASS: HOURLY

LOCATION: NEW CASTLE

PURPOSE:

This position supports the Executive Director and Law Enforcement and Ethics (LEE) Committee in investigations of both administrative and consumer complaints related to the practice of engineering in Delaware as well as routine outreach to Delaware building officials. Duties will include research to identify unlicensed practice and other violations including routine correspondence and follow-up to bring individuals and firms into compliance; conduct preliminary investigations and support ongoing investigations of consumer complaints; identify, schedule and meet with building officials to communicate DAPE's purpose. Must have strong research and communication skills and be willing to travel throughout the State.

JOB DUTIES:

1. Research and communicate with firms that are identified as offering or providing engineering services in Delaware without a license (including name violations) and follow up to bring firms into compliance.
2. Routine review of NCEES Enforcement Exchange to identify Delaware licensees that have disciplinary action in other jurisdictions. Track disclosures, summarize for LEE Committee. Communicate with other P.E. licensing jurisdictions for additional information as needed.
3. Acknowledge complaints received from consumers, conduct preliminary investigation, conduct preliminary interviews, and summarize findings for LEE Committee to determine if an investigation is warranted.

4. Work with members of LEE Committee to schedule and participate in interviews and hearings for ongoing investigations. Maintain records of interviews and supporting evidence and provide monthly updates to LEE Committee.
5. Identify contacts with Delaware building officials, and schedule in-person meetings (at least once each year), with the goal of communicating DAPE's purpose, licensure requirements, and investigation process. Gather feedback from building officials regarding common problems related to the practice of engineering.
6. Participate in monthly LEE Committee meetings.
7. Attend NCEES Annual Meeting Law Enforcement program and webinars.
8. Develop a working knowledge of DAPE law to effectively communicate with public officials and consumers.
9. Attend training as needed or required.

Other duties as assigned.

QUALIFICATIONS:

Possession of high school diploma or equivalent with five (5) years of applicable business experience or any equivalent combination of acceptable training and experience that has provided the knowledge, skills, and abilities to perform the duties described above. Good oral and written communication skills. Experience in working with the public. Experience with information technology systems, database software, and demonstrated proficiency in MS Office® (or equivalent). Ability to work independently. Reliable transportation and valid driver's license required.

Background check required.

Send resume with cover letter to jen@dape.org.