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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | LICENSING EXAMINER AND INSPECTOR |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of licencing examiner and inspector consists of examining, evaluating, and investigating eligibility for, conformity with, or liability under licences or permits. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to give full attention to what other people are saying and to be aware of others’ reactions and understand why they react as they do;
* Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
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| COMPETENCIES: | * Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
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| TASKS: | * Administer oral, written, road, or flight tests to licenced applicants;
* Advise licensees and other individuals or groups concerning licensing, permit, or passport regulations;
* Confer with and interview officials, technical or professional specialists, and applicants, in order to obtain information or to clarify facts relevant to licencing decisions;
* Evaluate applications, records, and documents in order to gather information about eligibility or liability issues;
* Issue licences to individuals meeting standards;
* Prepare correspondence to inform concerned parties of licencing decisions and of appeal processes;
* Prepare reports of activities, evaluations, recommendations, and decisions;
* Report law or regulation violations to appropriate boards and agencies;
* Score tests and observe equipment operation and control in order to rate ability of applicants;
* Warn violators of infractions or penalties.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |