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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |