

# WV STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

## BOARD INVESTIGATOR

### **Nature of Work:**

Under the general supervision of the Executive Director, administers the Board's Enforcement Program of WV Engineering Law (W.Va. Code § 30-13-1 et seq and Board Legislative Rules).

### **Primary Responsibilities:**

The Board Investigator takes primary responsibility for (1) investigating all complaints and inquiries that come to the attention of the Board; (2) performing biennial continuing education audits, as well as assisting with review of other licensure requirements; and (3) actively preparing for and participating in every WV PE Board meeting to present findings.

- Works independently, with the advice of the Board's Counsel from the Attorney General's office, or with such other consultants, experts, staff or Board members as may be necessary.
- Administers the intake and processing of inquiries and complaints from licensees and non-licensees regarding potential violations of WV Engineering Law.
- Investigates alleged violations of WV Engineering Law.
- Works independently or assists an investigation committee that could include assigned Board Members, staff or Board Counsel.
- Reviews public records, websites, social media platforms, plan rooms, and other relevant venues for individuals and firms advertising to offer or provide engineering services.
- Confirms those practicing or offering engineering services are in compliance and hold the necessary registrations, licenses and certifications to do so.
- Assists engineers and engineering firm representatives in establishing their compliance with WV Engineering Law including obtaining necessary registrations, if qualified.
- Assists with inquiries and needs of staff of the WV Secretary of State's Office as it relates to compliance of engineering firms and their WV business licenses and registrations.
- Interacts with both public and private agencies, government entities, engineering firms, associations, and similar to assist with engineering regulatory issues of interest to the Board.
- Assists Executive Director and the Board with presentations to engineering students, faculty, licensees, company representatives, associations and other related organizations.
- Reviews RFPs, RFQs, bid documents, etc. to ensure compliance with WV Engineering Law.
- Attends bi-monthly Board meetings to present investigative findings, including summarizing cases and offering recommendations to the Board regarding further investigation, resolution or disposition.
- Assists with preparation of draft minutes following the Board meeting and itemizes Board action items for completion.
- Carries out Board directives and ensures cases are processed in a timely fashion.
- Organizes and keeps accurate records of all contact associated with the Board's Enforcement program, including emails, written correspondence and telephone calls from individuals and firm representatives involved in a Board inquiry or complaint.
- Enters, reviews and maintains complaint-related information into the Board's database.
- Completes reviews and follow-up of application disclosures submitted on applications for Certificates of Authorization, Engineer Intern and Professional Engineer registrations.
- Conducts the biennial PE renewal audit, reviews all discipline disclosures and professional development activities of PE renewal claims, carries out all necessary communication and follow-up with licensees, and recommends any action(s) to be taken on these matters.

- Reviews the National Council of Examiners for Engineering and Surveying (NCEES) enforcement exchange database for disciplinary action of WV licensees and firms in other jurisdictions and consults with staff of NCEES and other jurisdictional licensing boards.
- Travels both in-state and out-of-state to various meetings, conferences and trainings including but not limited to Zone and National NCEES meetings, FARB, CLEAR, etc.
- Assist in overall administrative duties with other staff members as required and particularly during peak work periods, vacations/illnesses of other staff members, and perform other related duties as necessary to support the Board.

**Knowledge and Abilities:**

- Knowledge of established and effective methods of investigation.
- Knowledge of WV Engineering Law (Code and Legislative Rules)
- Knowledge of record keeping practices and computerization of office functions.
- Knowledge of Microsoft Office programs.
- Ability to understand and operate a variety of office equipment.
- Ability to handle multiple processes with accompanying deadlines.
- Ability to work with people by phone or in person to obtain case information.
- Ability to exercise tact and courtesy when dealing with sensitive, confidential and possible criminal matters.
- Ability to effectively explain and interpret pertinent provisions of laws, codes of conduct and administrative rules and to recognize when legal counsel is warranted.
- Ability to write clear and concise reports to present to the Board.
- Ability to prepare all written and electronic correspondence relative to a complaint.
- Ability to type and input data with accuracy and to develop/adhere to filing and coding systems to arrange and place records, reports and files into a proper sequence.
- Ability to maintains good record-keeping of complaints generally for purposes of annual report to the Governor, newsletter and website listing, Board meetings, etc.
- Ability to establish and maintain effective working relationships with staff, counsel, applicants, registrants and the general public.
- Ability to work independently and set own priorities when multiple demands are present.

**Qualifications:**

- Education:** Bachelor’s degree from an accredited four-year college is desirable.
- Experience:** Preferred prior experience in engineering, government, administration and/or law enforcement.
- Other:** Possession of a valid West Virginia driver’s license is required, with availability to travel throughout state for investigations as needed.

**Appointment:** Full or Part-time (25-40 hours per week)

**Salary:** Commensurate with education, experience, abilities and appointment

**Benefits:** State government employee benefits. <https://personnel.wv.gov/employee-benefits>

**Deadline for Resumes:** May 22, 2026 or until the position is filled

**Letter of Interest and Resumes Submission Methods:**

- By email (preferred): [Info@wvpebd.gov](mailto:Info@wvpebd.gov)
- By mail/drop-off: WV State Board of Registration for Professional Engineers  
300 Capitol Street - Suite 910, Charleston, WV 25301