

JOB OPENING NOTICE

POSITION: CONTRACT COMPLIANCE PROJECT ASSISTANT

Northern Nevada/Nevada

\$42.00 per hour + Benefits

Job Description:

The Northern Nevada Operating Engineers Contract Compliance Trust Fund, Inc. (NNOECC) was formed to promote and expand opportunities in the construction industry and to ensure that contractors working in Northern Nevada comply with applicable federal and state laws and regulations. The NNOEC works with the Operating Engineers Local Union No. 3 and covers the following counties in Northern Nevada: Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine.

Under the direction of the Executive Director of Compliance the Contract Compliance Project Assistant will perform high level functions to assist the Executive Director of Compliance and Compliance Agent(s) in performing the functions of the NNOECC.

The Contract Compliance Project Assistant will provide high level support to identify and track compliance issues, prepare complaint files, track and monitor compliance complaints, and perform all other required duties necessary to provide documentation and reporting on compliance issues.

ESSENTIAL FUNCTIONS:

- Communicate and provide information to contractors and stakeholders on applicable federal and state laws and regulations and policy developments from various federal and state agencies to keep contractors informed about construction compliance.
- Assist in assessing educational needs and arrange training for contractors and other stakeholders to assist them on compliance issues.
- With the approval and assistance of the Executive Director of Compliance, serve and file complaints and/or other actions with applicable federal and state agencies to enforce state prevailing wage laws, federal Davis-Bacon wage requirements, and other applicable federal and state laws and regulations.
- File formal complaints including detailed cover letters summarizing alleged violations, documents of evidence such as contractor and awarding body records, worker affidavits, photos representing violations, etc., with appropriate enforcement agencies.
- Work cross-functionally with internal and external stakeholders and affiliated entities and community partners to ensure alignment on key initiatives.
- Monitor construction projects to ensure compliance with various federal and state laws, including but not limited to state and federal prevailing wage laws, OSHA, etc.
- Review contractors' certified payroll reports and other source documents to determine compliance with the required prevailing wage laws.
- Communicate effectively and tactfully with workers on and off project sites, and obtain affidavits when necessary.
- Attend educational trainings and seminars in an effort to adapt to continuously changing labor laws.
- Organize and maintain electronic and physical files, keep track of and be accountable for monthly activities.
- Other related duties as assigned.

This position involves performing high- level duties requiring independent judgment, initiative and discretion. The ability to work under pressure and to prioritize multiple tasks is a must. This individual may be asked to assume temporary responsibility of the office to ensure the functions of the office are performed. Capable of performing duties of executive officers, agents, representatives and/or administrators in their absence, within limitations, excluding matters of interpretations and decisions normally made by executive personnel; accountable for a wide variety of situations and responsibilities; addressing matters of a confidential nature.

Interested candidates should submit a resume/cover to Shannon Chambers, via email:
schambers@nnoecc.org

Applications must be received by 5:00 pm on Wednesday, November 30, 2022.