



# Department of Building & Fire Prevention

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## **NOTICE TO INDUSTRY**

### **Temporary Interview Procedures**

Clark County has developed a temporary online interview process. The step-by-step modified process and instructions are explained on the next two pages.

If you have any questions or issues please do not hesitate to contact [DSEngineer@clarkcountynv.gov](mailto:DSEngineer@clarkcountynv.gov)

Werner Hellmer, P.E.  
Manager of Engineering  
Clark County Department of Building and Fire Prevention

## Pre-approval Interviews from Remote Locations

To meet the needs of inspectors who are unable to participate in a pre-approval interview at the building department due to **current** public health concerns, Clark County is temporarily offering an E-interview option. The interview is identical in content **but is instead** performed on your own mobile device at your office and is monitored by Clark County staff.

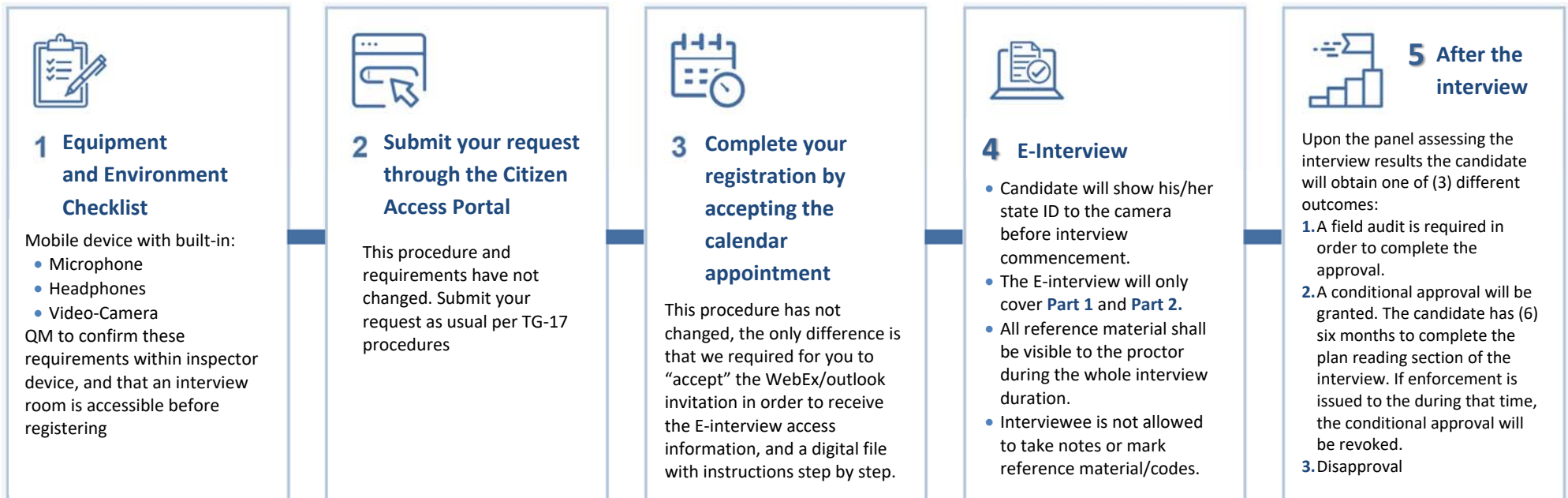
Agency inspection candidates shall meet the following criteria:

- The agency is responsible to verify the interview candidate possess a mobile device, desktop, tablet, laptop, or cellphone with a microphone, headphones, and video camera
- The agency is responsible to provide the interview candidate with a closed-door room with no distractions. **Only** the candidate **shall be** allowed in the interview room.
- Only code books and printed reference material **shall** be used during the interview, no digital files or documents are allowed. **Other items such as writing instruments, paper, notepads, audio/video recording devices, or similar items shall not be allowed in the interview room.**

Clark County current pre-approval interview contain 3 sections:

- **Part 1** - General QA program questions
- **Part 2** - Topic specific code questions
- **Part 3** - Plan Reading / Technical Specifications Review questions

This is how the E-interview option modifies our current TG-17 procedure:

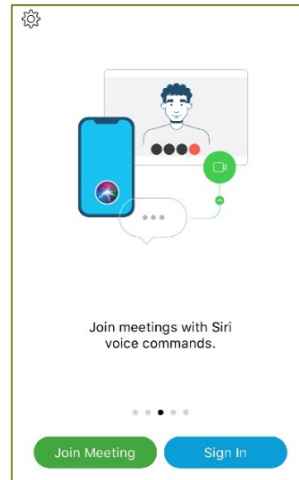


# E-Interview Instructions: There are (2) ways to access the E-interview room

1<sup>st</sup> Through your cellphone or mobile device, download the WebEx Application.

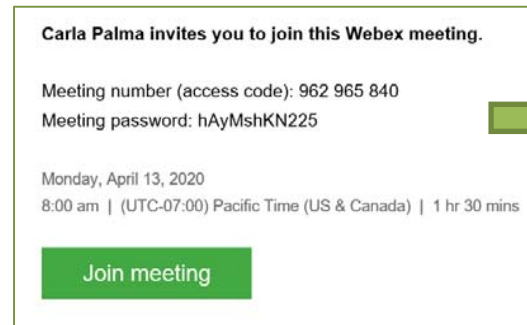
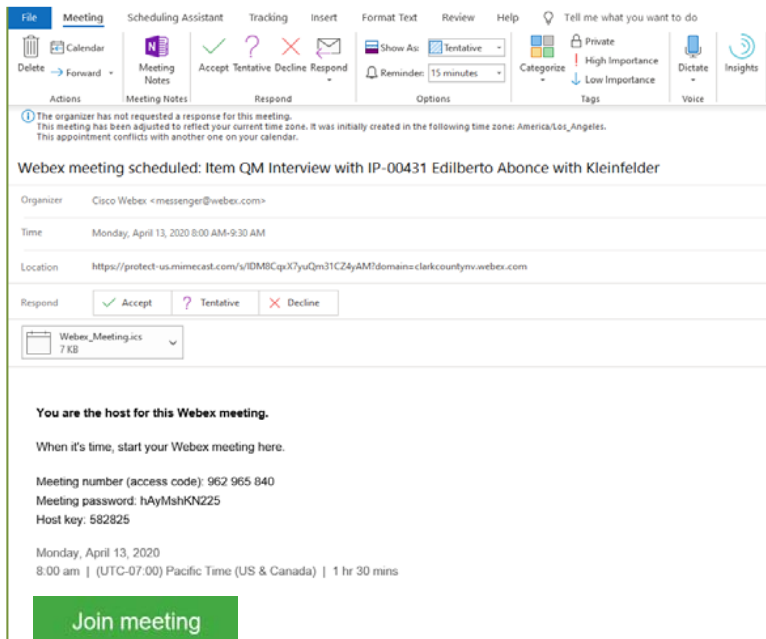


2<sup>nd</sup> Click "Joint Meeting" button



3<sup>rd</sup> Enter your meeting number or URL, this information shows when you open your outlook calendar e-interview invitation, as listed below

1<sup>st</sup> on your desktop or laptop, open the outlook invitation and click "Joint Meeting" button



Cancel	Join Meeting	Join
Meeting Number or URL		
If you are invited to a Personal Room, you can enter the URL		
company.webex.com/meet/username		
Your name		
Email address		

**\*\*For EM/QM interviews a separate laptop or desktop shall be available to use upon completion of the interview\*\***

If you encounter any technical issues or difficulties during the logging in process, please contact us directly at (702) 249-4209 or (702) 455-8097.