

**GILLESPIE COUNTY**  
**Job Posting Announcement**  
Posting Date: 08.28.2023  
Closing Date: Until filled



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**Department:** Sanitation / Floodplain Office  
**Position/Class Title:** Assistant Inspector/Enforcement Officer  
**Supervisor:** Sanitation / Floodplain Administrator  
**Pay Grade:** 15  
**Rate:** \$19.37 per hour  
**Employment Status:** Non-Exempt  
**Direct Reports:** 0 Full-time; 0 Part-time

**GENERAL DESCRIPTION**

The Assistant Inspector / Enforcement Officer assists the Sanitation / Floodplain Administrator with implementation and enforcement of rules and regulations for both Sanitation and Floodplain.

**ESSENTIAL JOB DUTIES:**

Essential duties/functions for the Sanitation Department, under the supervision of the Sanitation / Floodplain Administrator, may include but are not limited to the following:

- Perform onsite sewage facilities reviews and permitting.
- Investigate OSSF (Onsite Sewage Facilities) complaints.
- Ensure compliance with OSSF state laws (Title 30 Administrative Code, Chapter 285).
- Prepare documents and reports for legal action.
- Prepare case files and court cases for trial as well as testify when required.
- Perform abatement of public nuisances and site surveillance.
- Review and approve only OSSF planning materials.
- Issue authorizations to begin construction
- Issue notices of approval after the OSSF passes inspection.
- Perform site confirmation inspections and verify that separation requirements can be met.
- Review variance requests.
- Verify installer licenses.
- Ensure collection of fees.
- Maintain accurate records of permitting, fees, inspections, maintenance reports and complaints.
- Conduct subdivision reviews.
- Assist in implementation of Flood Damage Prevention Ordinance.
- File elevation certificates.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The ideal candidate will have the ability to:

- Maintain confidentiality of records as required by law.
- Become familiar with health and safety rules, laws and regulations.
- Read and understand maps as well as utilize mapping programs.
- Communicate effectively, both orally and in writing.
- Possess basic math skills.

- Effectively use office equipment such as computer, copier, scanner, digital camera and calculator.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Prepare and present OSSF information to the public.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- Perform other related duties / functions as may be required or as delegated by the Sanitation / Floodplain Administrator.

#### **EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent.
- Must be at least 18 years of age.
- One to two years of clerical experience preferred.
- Must possess or be able to obtain within 30 days of employment, a cell phone to conduct Gillespie County business. The County offers an established allowance.
- Must possess or be able to obtain within 30 days of employment, a valid Texas Driver's License.
- Obtain and maintain a Designated Representative license from the executive director of TCEQ.
- Must consent to and pass criminal background check.

#### **Application Information:**

**An application must be completed for each position. No résumé's accepted in lieu of an application form.** Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: [jdoss@gillespiecounty.org](mailto:jdoss@gillespiecounty.org)

or mail to:

Gillespie County

101 W. Main St., Mail unit #11

Fredericksburg, TX 78624

*Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.*