

COUNTY OF GILLESPIE
JOB DESCRIPTION



Assistant Inspector/Enforcement Officer For
Sanitation Office

Department: Sanitation

Position/ Class Title: Assistant Inspector/Enforcement Officer

Pay Grade: 15

FLSA Category: Non-exempt

GENERAL DESCRIPTION

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

ESSENTIAL JOB DUTIES:

Essential duties/functions for the Sanitation Department, under the supervision of the Sanitation 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.
- Verify installer licenses.
- Ensure collection of fees.
- Maintain accurate records of permitting, fees, inspections, maintenance reports and complaints.

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, 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.
- Efficiently prioritize tasks and meet frequent deadlines.

- Perform other related duties / functions as may be required or as delegated by the Sanitation Administrator.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent.
- Must be at least 18 years of age.
- One to two years of preferred experience.
- 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.

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

Normal work schedule is Monday through Friday, 8am-5pm with one hour lunch, 40 hours per week. Regular work attendance is required. Employees must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

County facilities, including vehicles, are smoke-free and alcohol-free working environments. The location of this position is the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. This position also requires an employee to work outside in a full range of weather conditions.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: Standing, sitting and walking for considerable lengths of time as well as stooping and bending over.

APPLICATION INFORMATION

No resume will be 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 your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse Room 102-B

Mail: 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 for 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.

I have read and understand the essential duties/functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature

Date