

# COUNTY OF GILLESPIE

## JOB DESCRIPTION

### Assistant Inspector / Enforcement Officer For Sanitation / Floodplain Office

**PAY GRADE:** 15

**PAY RANGE:** Starting at \$17.03 - Hourly, Non-Exempt

#### **DESCRIPTION OF POSITION:**

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

#### **ESSENTIAL DUTIES / FUNCTIONS:**

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.

#### **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.

**MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- 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.

**WORKING CONDITIONS and SCHEDULES:**

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position is in the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. Daily outside work will be done to inspect facilities as needed. Outside activities may take place in possible adverse conditions.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to 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. Must be able to travel out of town for continuing education classes and training with overnight stays.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_