

ELLIS COUNTY

Job Description

JOB TITLE:	INSPECTOR (septic, code enforcement, etc.)
SALARY:	up to \$48,825 depending on qualifications and certifications at time of hire. <i>(a training wage of 80% of salary and probationary status for up to six (6) months may be instituted if the successful candidate has no certifications or experience and/or does not pass the required license within the required time).</i>
DEPARTMENT:	Department of Development
OFFICE LOCATION:	Waxahachie, TX
TYPE OF POSITION/HOURS:	Full-Time / 40 hours per week – Monday to Friday
FLSA STATUS:	Non-Exempt
SUPERVISOR:	Director of Planning & Development or assigned supervisor

POSITION SUMMARY

The Inspector examines activities protecting the public health in Ellis County related to on-site sewage facilities inspections and investigates environmental and property complaints related to junkyards, development regulations, reviews development & septic permit applications. The Inspector also prepares cases & represents Ellis County in courts, as needed to ensure compliance with applicable regulations. Performs other duties as assigned by the Director or assigned supervisor.

EDUCATION, EXPERIENCE & LICENCES

- Must be at least twenty-one (21) years of age or older.
- Bachelor's degree from an accredited college or university, with at least thirty (30) hours of basic/applied science, environmental health or related field and minimum three (3) years' experience in environmental health or other related fields. Comprehensive education and experience years may count towards the minimum requirement.
- At least two (2) years of prior work experience in this area with a government or similar background is preferred.
- Possess the certification of Designated Representative (DR) from the Texas Commission on Environmental Quality (TCEQ) or the ability to obtain it within ninety (90) days of employment, based on the availability of class and testing.
- Possession of a Site Evaluator (SE) license from TCEQ is preferred but not required.
- Pass background check.
- A valid Texas driver's license with a good driving record is required in accordance with standards established by the department and Ellis County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An individual must successfully execute each essential duty satisfactorily to perform this position. Some of the responsibilities for this position include, but not limited to, the following listed below:

- Regular punctual attendance along with maintaining professionalism are required at all times.
- Possess excellent customer service skills and multi-task in a fast-paced environment while meeting all established deadlines.
- Works effectively and collaboratively with all County personnel and the general public.
- Answers/returns phone calls and emails promptly and responds to questions from the general public.
- Helps maintain a database of key information and performs regularly updates files & records for accuracy.

- Using County-issued vehicle, conducts site inspections of properties to assure that development complies with federal, state, and local regulations regarding on-site sewage systems, development regulations, code enforcement, etc.
- Investigates nuisance complaints, documents findings, and takes appropriate actions to attain compliance.
- Notifies property owners of violations via phone, email, or letter.
- Interacts and communicates with citizens, property and business owners, and contractors to resolve questions and/or problems in an efficient, professional manner.
- Conducts research electronically from all work sites.
- Prepares, processes, files, and testifies in criminal/nuisance complaints in the applicable court jurisdiction.
- Using County-issued vehicle, conducts site evaluations for proposed developments and other construction activities to verify existing and/or establish new construction and design requirements.
- Reviews planning material for proprietary and non-standard on-site sewage facilities. Communicates with designers regarding deficiencies in planning material.
- Reviews development planning materials, reads and interprets construction plans, and technical reports to assure that development/construction follows federal, state, and local regulations regarding on-site sewage facilities, subdivision regulations, etc.
- Review and approves development permits.
- Performs special assignments, or other related duties and tasks as requested, required, or instructed.

MINIMUM TECHNICAL SKILLS

- Intermediate knowledge of the following computer software programs, including but not limited to Microsoft Access, Excel, Outlook, PowerPoint, Publisher, and Word.
- Basic knowledge of online permitting, online mapping, and other emerging technologies.
- Knowledge and skill in the use, operation, and care of office equipment such as a multi-phone line system, scanner/copier, computers of all kinds, calculators, etc.
- Knowledge of office practices and procedures, such as recordkeeping, organization, file management, business letter writing, report preparation, etc.
- Possess strong organization skills, be detailed-oriented, and anticipate the needs before they occur.
- Skilled in adapting to various workloads, tasks, and assignments.
- Extensive background, knowledge, and experience in OSSF inspections are strongly desired.

COMMUNICATION/LANGUAGE SKILLS

- Knowledge and skill of the English language, grammar, spelling, and punctuation to prepare and review correspondence, memos, notifications, etc.
- Possess excellent verbal and written communication skills.
- Ability to display strong customer service skills and speak to the general public in a professional, customer-service oriented manner at all times.
- Possess excellent interpersonal skills.
- Proficient in Spanish, both written and speaking, is preferred

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of Ellis County Department of Development regulations, policies, and procedures.
- Knowledge of federal, state, and local laws related to sewage, junkyard sanitation, construction plan review, and stormwater best management practices.
- Knowledge of Title 30, Chapter 285 of the Texas Administrative Code regulations regarding on-site sewage

facilities (OSSFs).

- Knowledge of official state and local boundary maps, local geology, soils, vegetation, and ecology.
- Ability to use critical thinking skills and creativity to solve problems effectively.
- Knowledge, skill, and ability in working with and maintaining confidential information.
- Skill using diplomacy to handle challenging or stressful conditions and works well under these conditions.
- Skill in overseeing and performing environmental health inspections and reviewing construction plans.
- Skill in establishing and maintaining effective working relationships with supervisors, coworkers, vendors, outside agencies, and the public.
- Skill in understanding and interpreting federal, state, and local laws related to environmental health and pollution prevention.
- Ability to multi-task between assigned tasks frequently and work under time-sensitive deadlines.
- Ability to schedule, prioritize, and work independently and efficiently without constant supervision.
- Ability to perform analysis and perform research, as requested.

WORKING CONDITIONS

The Inspector position requires a lot of movement and activity, especially outside the office. This position regularly travels to various sites throughout the County using a county-issued vehicle, and may be exposed to adverse weather conditions, health or physical hazards at those sites, such as open pits, uneven terrain, large equipment, agitated individuals, environmental hazards, animals, chemicals, and potentially infectious diseases while performing inspections, site visits, code enforcement, etc. Other areas while performing the duties of this job are performed in a regular office setting.

The employee is also frequently required to stand, walk, and sit, use hands, talk, and actively listen. The employee is occasionally required to reach with hands and arms, climb, carry, stoop, and kneel while making site visits. The employee may regularly lift at least 25 pounds and, in some cases, at least 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

DISCLAIMER

Job profiles are not intended, nor should they be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes, or requirements associated with a job. It is intended for the sole purpose of acquainting a person who is unfamiliar with such a position with a brief overview of the position's general direction and scope.

NOTICE

The above job profile does not include all essential and nonessential duties of this job. All applicants and/or employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An applicant and/or employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

MISCELLANEOUS INFORMATION

To apply for this position, you **MUST** submit an Ellis County Employment Application and Resume to Ellis County Human Resources, 101 W. Main St., Suite B103, Waxahachie, TX 75165. Applications, cover letter, and resume may also be emailed to humanresources@co.ellis.tx.us. Applications may be downloaded at <http://co.ellis.tx.us/DocumentCenter/View/4522>. **ELLIS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PARTICIPATES IN E-VERIFY.**