



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> <b>Environmental Services Manager (Full-time)</b>	<b>Opening Date:</b> <b>June 20, 2018</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job Posting Number:</b> <b>18136</b>
<b>Department:</b> <b>Environmental and Sanitation Services</b>	<b>Starting Salary:</b> <b>\$23.24 to \$25.24 per hour</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>Within Bastrop County</b>

## INTERNAL/EXTERNAL JOB POSTING

**Brief Job Description:** Performs highly advanced (senior-level) supervision and management of the Environmental & Sanitation Department activities for the County. Work involves directing, administering, monitoring, and evaluating the operations of OSSF permitting, design, inspection, and maintenance services; retail food inspection; environmental enforcement; and waste disposal. Requires the ability to establish criteria, formulate projects, assess program effectiveness, and investigate and analyze a variety of extraordinary conditions, problems, and questions. Requires the ability to direct and supervise the work of others.

**General Knowledge, Skills, and Abilities:** Knowledge of advanced principles and practices of Environmental & Sanitation Services; principles and practices of accounting, budget administration, and auditing; personal computer skills and software, including Microsoft Office; professional customer service skills; proper English usage, spelling, grammar and punctuation; standard office policies, procedures, and equipment. Ability to perform multiple tasks simultaneously in a timely manner, communicate clearly and concisely, both verbally and in writing. Work in a safety conscious environment and promote good safety practices.

### **Qualifications:**

**Education:** Preferred Bachelors' degree from a four year college or university.

**Experience:** Three (3) years' experience technical training and/or health services in related field; two (2) years' supervisory and management experience;

**Licensing & Certifications:** Must possess a valid TX Driver License. Preferred Certification as a Designated Representative by the Texas Commission on Environmental Quality (if not certified, must be able to obtain certification within six (6) months of employment)

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. Positions requiring a degree and/or licensing require proof of degree and/or license. Application for employment with Bastrop Co. may subject you to a criminal background check. **IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title:* Environmental & Sanitation Manager

**Department:** Environmental & Sanitation Services

**FSLA Status:** Exempt

**Reports To:** Commissioners' Court

**SUMMARY:** Performs highly advanced (senior-level) supervision and management of the Environmental & Sanitation Department activities for the County. Work involves directing, administering, monitoring, and evaluating the operations of OSSF permitting, design, inspection, and maintenance services; retail food inspection; environmental enforcement; and waste disposal. Requires the ability to establish criteria, formulate projects, assess program effectiveness, and investigate and analyze a variety of extraordinary conditions, problems, and questions. Requires the ability to direct and supervise the work of others.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Exercises supervision over Environmental & Sanitation Services Department employees.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Directs and oversees the operations of the Environmental Services Department; performs supervisory functions including scheduling and assignment of duties; monitors staff performance; provides guidance, support, and training to staff members; performs annual staff evaluations and takes disciplinary action as needed; monitors and manages departmental budget; prepares annual departmental budget request;
2. Directs and oversees the operations of the Transfer Station, performs supervisory functions including scheduling and assignment of duties;
3. Assists in the review, approval, and processing of permits and inspections for on-site-septic facilities, retail food inspections, environmental, and other related activities for conformance with county, state and/or federal standards;
4. Understands plans and is capable of performing basic calculations and designs and recommending changes to design, policy, and procedures;
5. Conducts field and office reviews, inspections, and other development activities related to this position;
6. Responds to complaints and requests for information from the general public with an organizational mindset for pro-action, innovation, service excellence and results that offer better services with the least costs to citizens;
7. Ensures adequate procedures for permitting and inspections and develops new and/or modified systems, policies and procedures; and participates in the development and implementation of goals, objectives, policies and priorities for assigned activities;

8. Assists in the preparation of criteria, standards, and fee structures related to activities and/or programs;
9. Ensures compliance with all Federal, State and local laws as they pertain to County operations; maintains up-to-date knowledge of changes to laws as deemed pertinent to department;
10. Oversees and maintains all necessary records and documentation related to departmental functions;
11. Develops and implements plans and projects to resolve environmental and solid waste issues and meet the needs of Bastrop County operations;
12. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public;
13. Maintains confidentiality and security of all Environmental & Sanitation Services Department information and systems;
14. Performs related work or duties as assigned by the Commissioners' Court.

**SUPERVISORY RESPONSIBILITIES:** Directs daily activities and assignments of departmental staff. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employee(s); planning, assigning, and directing work; appraising performance; rewarding and disciplining employee(s); addressing complaints and resolving problems under the direction and approval of the Commissioners Court.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an essential function of this position. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Advanced principles and practices of Environmental & Sanitation Services;  
Principles and practices of accounting, budget administration, and auditing;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete complex business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional and courteous manner;  
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Operate equipment required to perform essential job functions including telephone, fax machine, computer, copier, and other equipment related to duties;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Working in high places; exposure to loud noise; exposure to various weather conditions; working closely with others; traveling from site to site; working irregular hours and in hours of darkness; exposure to dust, dirt, fumes, and airborne particles; exposure to moving mechanical parts, and exposure to electrical hazards.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

## **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Three (3) years' experience technical training and/or health services in related field;  
Two (2) years' supervisory and management experience;

Education and management experience may be substituted with five (5) years' of related field experience.

### **Education:**

High School diploma or equivalent;  
Preferred Bachelors' degree from four-year College or university.

### **Licensing:**

Valid Texas Drivers' License;  
Preferred Certification as a Designated Representative by the Texas Commission on Environmental Quality (if not certified, must be able to obtain certification within six (6) months of employment);

## **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*