



## Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> <b>OSSF Inspector</b>	<b>Opening Date:</b> <b>October 31, 2018</b>	<b>Application Deadline:</b> <b>November 14, 2018</b>	<b>Job Posting #:</b> <b>18171</b>
<b>Department:</b> <b>Environmental &amp; Sanitation</b>	<b>Starting Salary:</b> <b>\$15.79 – \$17.79 Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

### **INTERNAL/EXTERNAL POSTING**

**BRIEF JOB DESCRIPTION:** This position assists in the following development activities: reviews designs and conducts inspections of on-site sewage facilities (OSSF); investigates complaints of on-site sewage facilities (OSSF); assists with implementation of state and local OSSF regulations.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** General principles and practices of Environmental & Sanitation Services management, advanced principles and practices of on-site sewage facility inspections, complaint resolution and implementation of state and local OSSF regulations. Proper use of equipment, safety, and security procedures, and reporting potentially unsafe conditions. Must have working knowledge of standard office equipment, including Microsoft Office; professional customer service skills; function independently; exercise good judgment; manage multiple projects; and meet deadlines.

**MINIMUM QUALIFICATIONS:** Must possess a high school diploma or equivalent. College, university, or technical training is preferred. Minimum of two (2) years' experience in a related field, or any combination of experience and training that would provide the required knowledge, skills and abilities. Valid Texas driver's license.

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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 filled out from our website: <http://www.co.bastrop.tx.us/page/co.jobs>.

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. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check. 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. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County 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/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title:* OSSF Inspector

**Department:** Development Services      **FSLA Status:** Non-Exempt

**Reports To:** Environmental & Sanitation Services Manager or Designee

**SUMMARY:** This position assists in the following development activities: reviews designs and conducts inspections of on-site sewage facilities (OSSF); investigates complaints of on-site sewage facilities (OSSF); assists with implementation of state and local OSSF regulations.

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

Receives supervision from Environmental & Sanitation Services Manager or Designee.

Exercises no supervision.

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

1. Present a professional image as a representative of Bastrop County and the Development Services Department and provide exceptional customer service.
2. Conduct site and installation inspections, complete necessary documentation of inspections.
3. Provide information and answer questions from the public about OSSF design, installation and maintenance.
4. Interpret and apply Texas Commission on Environmental Quality and other State Regulatory Agency rules and regulations governing the application of OSSF and the other environmental and public health codes.
5. Review application and OSSF design to assure that proposed site plan and specifications meets all state and county rules and regulations.
6. Operate a variety of office equipment including telephone, computer, copier, and other equipment related to duties.
7. Able to use field equipment during inspection such as hand held, electronic, or automatic transit levels, and GIS/GPS units.
8. Investigate complaints; assist public with resolution of problem. Take legal action and represent department at legal proceedings.
9. Maintain assigned vehicle and its travel and maintenance logbook.

10. Review subdivision plats for compliance with local and state OSSF rules and regulations.
11. Attend continuing education courses and other activities to maintain state licensing status and to stay technically current and competent.
12. Maintain records, filing system, hard copy and database.
13. Use GIS mapping software for research, mapping, and recording geographic information.
14. Communicate highly complex and sensitive information concerning permits and the permitting process to department staff, the general public, and the regulatory community.
15. Serve as technical resource to other department sections and staff members.
16. Prepare and present periodic training on technical and procedural topics.
17. Participate in the resolution of complex and sensitive contested permit applications.
18. Provide assistance for maintenance contract review, approval, documentation, and inspection.
19. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
20. Maintains confidentiality and security of all Development Services information and systems;
21. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **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 are 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:**

General principles and practices of Environmental & Sanitation Services management;  
Advanced principles and practices of on-site sewage facility inspections, complaint resolution, and implementation of state and local OSSF regulations;  
Proper use of equipment, safety and security procedures, and reporting potentially unsafe conditions.  
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:**

Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Record, and disseminate accurate information from telephone conversations and personal contact;

Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete routine 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, courteous manner;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Operate equipment required to perform essential job functions;  
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.

The employee regularly works in the field and in an office setting. The employee travels to various locations which may require climbing and descending upon un-level ground and is exposed to moving mechanical parts, heavy equipment and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is often loud.

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.

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 30 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 & Education:**

Must possess a high school diploma or equivalent. College, university, or technical training is preferred. Minimum of two (2) years' experience in a related field, or any combination of experience and training that would provide the required knowledge, skills and abilities.

**Licensing:**

Valid Texas Driver's License

Job is contingent upon a criminal history Background Check and the ability to obtain a Designated Representative License from the TCEQ within the first year of employment.

Bilingual in English/Spanish preferred.

**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.*