



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	COMPLIANCE OFFICER				
FLSA Status:	NON-EXEMPT	Min. Pay Rate	\$19.23/hr	Max. Pay Rate:	\$21.64/hr

Purpose of the Job:

To enforce all County Development and Permitting Rules and Regulations.

Essential Functions:

Under general supervision, is responsible for assisting the County Engineer in the enforcing all County Development and Permitting Rules and Regulations; and performs related duties as required.

1. Performs permit violation and construction inspections to ensure compliance of County development and permitting regulations and court orders.
2. Reviews site plans and checks for compliance with pertinent ordinances and works with developers to gain compliance.
3. Coordinates work activities, provides advice and consultation, and receives direct orders from the County Engineer.
4. Files charges against code violators in County Court.
5. Handles inquiries regarding complaints on possible permit, platting and signage issues and violations.
6. Prepares maps and charts for public presentations and meetings.
7. Trains and communicates with other staff regarding permitting and plan review processes.
8. Performs other duties within area of responsibility and ability, as assigned.

Position Specifications:

Requires the following:

1. Must have two years of college or two years of experience in development or construction inspection or code enforcement. Combinations of other types of pertinent experience will be considered.
2. Must possess very good knowledge of property ownership research and county courthouse deed and plat records.
3. Must be a Certified Floodplain Manager in the State of Texas, or have the ability to obtain certification within one year.
4. Skill in utilizing personal computers and skill in performing basic mathematical calculations.
5. Ability to read and interpret engineering plans and specifications.
6. Ability to communicate with diverse groups of individuals utilizing tact and diplomacy; ability to establish and maintain effective working relationships with co-workers, County employees, other agencies and the general public.
7. Physical requirements include frequent lifting/carrying of 10-25 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to balancing, handling, walking and reaching to perform the essential functions.
8. Must have a valid Texas driver's license.
9. Required to be on-call 24-hours a day; may be required to work more than 40 hours during the workweek.

Working Conditions:

Requires the following:

1. Work is primarily inside; occasional exposure to traffic, excessive dust, rough terrain, wet surfaces, overhead power lines, high noise areas, unfavorable fumes, vapors and odors.
2. Stress results when dealing with hostile and irate people.
3. Flexible weekend or evening work may be required.

Individual Office/Department Conditions: Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by County Treasurer Office. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.