



WALLER COUNTY JOB DESCRIPTION



Class Title: Engineering Tech
Road and Bridge Title: Compliance Specialist
FLSA Status: Non-Exempt
Employee ID:
Approved Date:

Department: Road and Bridge
Pay Grade: 112: \$55,174 - \$80,003 per year
Employee Name:
Reports To: Assistant County Engineer (Mobility)

SUMMARY

The Compliance Specialist, is responsible for assisting the Assistant County Engineer in the: resolution of non-compliant construction in Waller County; investigation and notification for compliance with Waller County Residential and Non-Residential Codes and Regulations; assists with permitting Utility work within Waller County Right-Of-Way (ROW), and assists with conflict resolution of issues and complaints brought to the County Engineer's office. Under general supervision, the Compliance Specialist may perform other duties as assigned, including but not limited to, permitting, floodplain management, project documentation, road inspection and assessment, and responding to and resolving sensitive inquiries and complaints.

SUPERVISION RECEIVED

The Compliance Specialist reports to the Assistant County Engineer (Mobility) and helps carry out the vision and goals of the Mobility Division by completing and assisting with any and all tasks assigned to the division.

SUPERVISION EXERCISED

Direct Reports – None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct code compliance investigations and provide field observations as necessary.
- Collect and document code violations.
- Assist in resolving violations and non-compliance issues.
- Assist in receiving, documenting, and resolving complaints.
- Assist and coordinate with the County Environmental Department for code compliance.
- Assist in receiving, reviewing, and coordinating Waller County ROW Permits
- Assist in receiving, reviewing, filing, and ensuring bonds are current.
- Assists with reviewing and inspecting Traffic Control Plans.
- Assists with revoking permits and pulling bonds of projects not meeting permit requirements.
- Assist and coordinate with the County District Attorney's office as needed.
- Respond to citizen inquiries and receive complaints on public work projects and drainage issues.
- Assists with the preparation of maps and charts for public presentations and meetings.
- Assists with informing and educating the general public of the Rules and Regulations related to the floodplain, commercial and/or residential construction, and land development.
- May assist with preparing project initiation documents/funding applications.
- Assists with data entry, data processing, data dissemination, and data management.
- Assists with conducting construction inspection of permitted construction including inspection of: ongoing non-residential construction, non-residential culvert inspection, subgrade, rebar, substantial completion and final acceptance inspections of non-residential driveways and future Waller County roads.
- Assists with electronic and physical record keeping, file management, and requests for information.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Management may, at its discretion, assign, or reassign duties and responsibilities to this job at any time.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

- High school diploma or equivalent with 10 years of related work experience, or,
- Bachelor's Degree in a related field.
- Must have the aptitude and attitude for County Engineering and Compliance related work.
- Experience in construction, floodplain management, and land management (Preferred).
- Experience with various computer applications (CAD, word processing, spreadsheets, GIS) (Preferred)
- Must be professional, dependable, resourceful, and able to work independently.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret engineering plans, specifications, and testing reports.
- Knowledge of computers and familiar with CAD and GIS software.
- Knowledge of engineering and construction practices.
- Knowledge of applicable Federal and State Standards and Regulations (Preferred).
- Familiar with of Floodplain Regulations and State Water Code.
- Familiar with land management elements: easements, rights of way, land division, and property rights.
- 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.

CERTIFICATIONS, LICENSES & REGISTRATIONS

- Texas Class C Driver's License (Required)

TOOLS AND EQUIPMENT USED

- Computer
- Smart Phone/tablet
- Camera
- Level
- Temperature gauge
- Other tools and equipment as needed

WORKING CONDITIONS

- Physical requirements include frequent lifting/carrying of 25-35 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.
- Working conditions are primarily indoors with site visits as needed; exposure to various weather conditions, exposure of noise, grease, dust and dirt; traveling from site to site; working in and near water including creeks and ditches; confined work spaces; slippery and uneven surfaces, extremely loud noises; hazards associated with traffic control and working in or near traffic and inclement weather.
- Subject to being on-call during emergency weather conditions; may be required to work more than 40 hours during the work week.

APPLICATIONS

Send Cover Letter and Resume to l.fortkamp@wallercounty.us and d.winslow@wallercounty.us

Signature of employee: _____

POSITION DESCRIPTION & ANNUAL PERFORMANCE REVIEW TRACKING

Date of Performance Review	Initials of Supervisor/Employee

