

Designated Representative Assistant  
Department: Environmental Department  
Position Type: Full-Time  
Availability: 2025

**Job Summary:**

The Designated Representative (DR) is responsible for administering and enforcing regulations related to On-Site Sewage Facilities (OSSF) within Waller County. This includes reviewing permit applications, conducting field inspections, investigating violations, and providing guidance to the public in accordance with the Texas Commission on Environmental Quality (TCEQ) regulations and Local Order as adopted by Waller County.

**Essential Duties and Responsibilities:**

Review and process OSSF permit applications to ensure compliance with TCEQ and Waller County regulations.

Conduct field inspections of OSSF systems to verify proper installation and compliance.

Investigate complaints and violations related to sewage facilities and assist in legal enforcement as necessary.

Provide information and technical assistance to homeowners, installers, engineers, and others regarding on-site sewage system requirements.

Prepare and maintain accurate records, inspection reports, and correspondence related to inspections and enforcement actions.

Work with TCEQ personnel and other governmental agencies.

Ensure all complaints and inquiries are addressed professionally and in a timely manner.

Perform other duties as assigned.

**Qualifications and Requirements:**

High School Diploma or GED required.

Must hold or able to attain a valid OSSF Designated Representative (DR) certification issued by the State of Texas.

Valid Texas driver's license with acceptable driving record.

Proficient in Microsoft Outlook, Word, Excel, and SAFE Software.

Strong knowledge of TCEQ OSSF rules and Texas Health and Safety Codes.

Excellent communication and public service skills.

Ability to work independently, prioritize tasks, and adapt to changing situations.

Strong attention to detail and commitment to regulatory compliance.

Must be punctual and reliable.

**Working Conditions:**

Field environment with frequent travel to various locations within the county.

Exposure to various weather conditions and uneven terrain.

Requires interaction with the general public, county employees, and government officials.

Must be able to perform physical activities associated with on-site inspections.

Physical Requirements:

Ability to walk long distances on uneven or wet terrain.

Must be able to lift and carry equipment as needed for field inspections.

May require standing, bending, stooping, and kneeling for extended periods.

Salary and Benefits:

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.

Applications are available at the Environmental Department, 929 5th Street, Hempstead, Texas or on the Waller County website at [www.co.waller.tx.us](http://www.co.waller.tx.us).

Please submit application to [t.mewis@wallercounty.us](mailto:t.mewis@wallercounty.us)

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ALL APPLICANTS WILL NOT BE INTERVIEWED