



WALLER COUNTY

Environmental Division

JOB ANNOUNCEMENT Designated Representative

Essential Functions:

Responsible for permitting and inspection of On-Site Sewage Facilities (Septic Systems) in accordance with the Texas Commission on Environmental Quality (TCEQ) and Waller County rules and regulations.

1. Must be familiar with TCEQ OSSF regulations as adopted by Waller County and understanding of Texas Health and Safety codes.
2. Advises the public on matters concerning requirements for sewage facilities and rules/regulations within the State and County.
3. Assist with permitting-determines when all requirements are satisfactorily met and then issuance of the permit to construct.
4. Performs field inspection of each system.
5. Investigates sewage violations.
6. Attempts to resolve all valid complaints and resolve complaints in an efficient and timely manner.
7. Consults with TCEQ staff, as needed.
8. Respond to public inquiries in a courteous manner; provide information within the area of assignment.
9. Performs related duties as required.
10. Assist with weekly meetings and occasionally attend County Commissioners Court.
11. Punctual.

Position Specifications:

Requires the following:

1. Graduation from High School or a General Education Development (GED) certificate.
2. Must have a valid certificate from the State of Texas as an OSSF Designated Representative (DR) or the ability to obtain one within 6 months.
3. Must have valid Texas driver's license.
4. Computer skills: Outlook, Word, Excel and SAFE Software.
5. Ability to establish and maintain effective working relationships and communication with co-workers, other County employees and elected officials.
6. Works well independently in the absence of supervision.
7. Able to multi-task, prioritize, and be flexible.

Working Conditions: Field environment; driving from site to site; working closely and courteously with others, exposure to various weather conditions and rough or slick terrain.

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.

Please submit application to t.mewis@wallercounty.us

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

NO PHONE CALLS – ALL APPLICANTS WILL NOT BE INTERVIEWED.