

**Job Description: DIRECTOR & FLOODPLAIN ADMINISTRATOR
(ENVIRONMENTAL HEALTH AND PERMITTING)**

CLASS NO. 3001

EEOC CATEGORY: Professionals

PAY GROUP: 26

FLSA: Exempt

SUMMARY OF POSITION

Coordinates, oversees, and performs activities necessary to ensure responsible and safe environmental health practices in the county, including reviewing permit applications and maintaining current knowledge of relevant regulations and statutes. Serving as Flood Plain Administrator, issuing property development permits, including determining if property is in a known floodplain.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge
2. Directs: This is a Supervisory position.
3. Other: Has contact with county citizens, county officials, state and local health departments' organizations, outside lending institutions, insurance companies and title companies, media representatives, and the Emergency Management Division of the Department of Public Safety.

EXAMPLES OF WORK

Essential Duties*

Issue property development permits. Reading applicant deed, determining exact location of described property, plotting property on required maps, determining if property is within a known floodplain, and determining if property has public sewer or an existing on-site sewer disposal unit;

Makes floodplain determinations for lending institutions, insurance companies, title companies, and surveying or engineering firms concerning property within the county;

Performs inspections of restaurants, day care facilities, foster homes, nursing homes, public and private schools, food booths at festivals, and grocery stores;

Reviews site and soil evaluations to determine proper location and size for septic systems;

Performs inspections of private sewage facility installations and grants final approval for operation;

Responds to sewage complaints from the general public, the Texas Department of Health, and the Texas Natural Resource Conservation Commission;

Maintains departmental books and financial records; Collects and delivers water samples to appropriate agency as necessary;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 9/11/2012

CLASS NO. 3001 (Continued)

Maintain files and records of permit applications, correspondence and actions;

Investigates reports of possible food-borne illness;

Performs inspections of, and initiates the appropriate action for the abatement of public nuisances, i.e., abandoned or dilapidated buildings;

Attends pertinent educational seminars and maintains appropriate certifications for performing required duties;

Prepares and submits monthly report of activities to the Commissioners Court; and Administers documentation, files, records, for Justice of the Peace Court, and state purposes for the abatement of property.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal rules and regulations pertaining to the issuance of property development permits;

Knowledge of: septic system installation; basic engineering; soil, water, and floodplain management; state health department regulations; state regulations related to public health and local county ordinances.

Skill/Ability to: utilities established criteria pertaining to issuance of property development permits, including determining floodplains and formulating necessary restrictions; operate a computer using standard word processing and spreadsheet software packages; operate standard office equipment, including copy machine, binding machine, engineering copy machines, calculator, and typewriter; and establish and maintain effective working relationships with coworkers, county officials, private institutions, companies, and firms.

Skill/Ability to: perform appropriate chemical testing; interact tactfully with the public and with members of state and local organizations; analyze and interpret data; perform basic mathematical calculations; understand, give, and follow oral and written instructions; create and maintain an organized system of filing; locate coordinates on a map; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in a science or health-related field, plus at least one year or related experience;

Or Associate's degree in a science or health-related field plus at least three years of related experience;

Or high school graduation, or its equivalent, plus at least five years of experience performing similar duties;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

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Chambers County

CLASS NO. 3001 (Continued)

CERTIFICATES AND LICENSES REQUIRED

Holds a Designated Representative Certification from Texas Natural Resource Conservation Commission;

An appropriate Texas Drivers' license and driving record.

Certified Floodplain Manager.

Registered Sanitarian preferred.

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Chambers County