

**Job Description: COMPLIANCE AND ENFORCEMENT COORD.
(ENVIRONMENTAL HEALTH AND PERMITTING)**

CLASS NO. 3002

EEOC CATEGORY: Professionals

PAY GROUP: 21

FLSA: Exempt

SUMMARY OF POSITION

Serving as Environmental Protection and Permitting Agency Compliance and Enforcement Coordinator and reviews property development and OSSF permit applications. Coordinates safe environmental protection practices in the county, including reviewing applications and maintaining current knowledge of relevant regulations and statutes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Environmental Health and Permitting Director
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with county citizens, county officials, state and local health Departments, organizations, outside lending institutions, insurance companies and title companies

EXAMPLES OF WORK

Essential Duties*

Prepares copies of various survey plats and aerial photographs from office files for County Engineer, and the general public as required;

Reading applicant deed, determining exact location of described property, plotting property on required maps, and determining if property has public sewer or an existing on-site sewer disposal unit;

Answer and place telephone call, takes messages and completes forms as appropriated;

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

Collects and delivers water samples to appropriate agency as necessary;

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

Investigates reports of possible food-borne illness;

Inspect installations of OSSF systems;

*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. 3002 (Continued)

Investigate OSSF complaints;

Prepares correspondence and reports, as necessary;

Investigates nuisance complaints;

Issue Chambers County nuisance violations and complaints to offenders;

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

Prepares and submits monthly report of activities to the Commissioners Court; and

Prepares all information, 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, including assisting Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

Skill/Ability to: operate a computer using standard word processing and spreadsheet software packages; operate standard office equipment, including copy machine, binding machines, engineering copy machines, calculator, and typewriter; compile, analyze, and interpret data; establish and maintain effective working relationships with representatives of various governmental agencies, other county employees, and general public; perform basic mathematical calculations; demonstrate proficiency in both oral and written communication; and type accurately at a speed of at least 40 words per minute; utilities established criteria pertaining to issuance of property development permits, including determining floodplains and formulating necessary restrictions; and establish and maintain effective working relationships with co-workers, county officials, private institutions, companies, firms, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

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/or abilities

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CLASS NO. 3002 (Continued)

CERTIFICATES AND LICENSES REQUIRED

An Appropriate Texas Drivers License with acceptable driving record; and/ or available alternate means of transportation.

Registered Sanitarian Certification preferred.

Has six months to gain an OSSF Designated Representative Certificate.

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