



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Environmental and Sanitation Manager	Opening Date: September 16, 2021	Application Deadline: Open Until Filled	Job #: 21097
Department: Development Services	Starting Salary: \$52,000 - \$54,495 Annually	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: This position performs management and supervision of the Environmental and Sanitation Division activities for the County. Work involves directing, administering, monitoring, and evaluating the operations of on-site septic facilities (OSSF) permitting, inspection, and maintenance contracts; retail food inspections; environmental investigations and enforcement; and waste disposal. Requires the ability to establish criteria, formulate projects, assess program effectiveness, and investigate, analyze and develop solutions for a variety of conditions, problems, and questions. Requires the ability to direct and supervise the work of others.

General Knowledge, Skills, and Abilities: Must possess the knowledge, skills and abilities necessary to perform the operations, services and activities associated with the principles and practices of Environmental and Sanitation Services, including personnel and performance management, principles and practices of accounting, budget administration, and auditing. Must be able to operate standard office equipment including personal computer, scanner, calculator, copier, shredder and facsimile machines. Must have a working knowledge of software including Microsoft Office Suite (Word, Excel, Access and Outlook) and Adobe Acrobat. Must possess the ability to perform multiple tasks simultaneously in a timely manner; Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Conduct business with the public in a professional and courteous manner; Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills; Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Establish and maintain effective working relationships with those contacted in the course of the job.

Minimum Qualifications Five (5) years' experience technical training and/or health services in related field; Three (3) years' supervisory and management experience; Bachelors' degree from four-year College or university or equivalent training and experience; and Valid Texas Drivers' License

Preferred Qualifications: Certification as a Designated Representative by the Texas Commission on Environmental Quality (if not certified, must be able to obtain certification within six (6) months of employment)

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed/submitted at: [Bastrop County Job Applications](#) A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <https://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Environmental and Sanitation Manager

Department: Environmental and Sanitation Services

FSLA Status: Exempt

Reports To: County Engineer

SUMMARY: Performs management and supervision of the Environmental and Sanitation Division activities for the County. Work involves directing, administering, monitoring, and evaluating the operations of on-site septic facilities (OSSF) permitting, inspection, and maintenance contracts; retail food inspections; environmental investigations and enforcement; and waste disposal. Requires the ability to establish criteria, formulate projects, assess program effectiveness, and investigate, analyze and develop solutions for a variety of conditions, problems, and questions. Requires the ability to direct and supervise the work of others.

SUPERVISION RECEIVED AND EXERCISED:

Exercises supervision over Environmental and Sanitation Services Division employees.

DUTIES AND RESPONSIBILITIES include the following:

1. Directs and oversees the operations of the Environmental and Sanitation Division and Transfer Station; performs supervisory functions including scheduling and assignment of duties; monitors staff performance; provides guidance, support, and training to staff members; performs annual staff evaluations and takes disciplinary action as needed; monitors and manages division budget; prepares and makes recommendations for annual division budget request; and ensures compliance with all federal, state, and local laws;
2. Manages review, approval, and processing of permits and inspections for OSSF, including managing maintenance contracts and inspection reports for Aerobic OSSF systems in accordance with TCEQ and County Regulations.
3. Manages performance of retail food inspections and environmental investigations to ensure compliance with County Regulations and state and federal requirements.
4. Provides enforcement of County Regulations through issuance of notice of violations (NOVs) and referrals to the District Attorney (DA) Office.
5. Ensures adequate procedures for permitting and inspections including management of MyPermitNow.org system and maintenance of all necessary records and documentation related to division functions;
6. Manages Transfer Station operations through developing and implementing plans and projects to resolve environmental and solid waste issues, including conducting annual hazardous waste disposal events;

7. Works as part of the Development Services Department team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public;

SUPERVISORY RESPONSIBILITIES: Directs daily activities and assignments of division staff. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employee(s); planning, assigning, and directing work; appraising performance; rewarding and disciplining employee(s); addressing complaints and resolving problems under the direction and approval of the Commissioners Court.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an essential function of this position.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Advanced principles and practices of Environmental and Sanitation Services;
Requisite knowledge and skills in personnel and performance management;
Principles and practices of accounting, budget administration, and auditing;
Personal computer skills and software, including Microsoft Office;
Professional customer service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional and courteous manner;
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions including telephone, fax machine, computer, copier, and other equipment related to duties;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals; and
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Working in high places; exposure to loud noise; exposure to various weather conditions; working closely with others; traveling from site to site; working irregular hours and in hours of darkness; exposure to dust, dirt, fumes, and airborne particles; exposure to moving mechanical parts and exposure to electrical hazards.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;
Interpreting federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years' experience technical training and/or health services in related field;
Three (3) years' supervisory and management experience;

Education:

Bachelors' degree from four-year College or university or equivalent training and experience.

Licensing:

Valid Texas Drivers' License;
Preferred Certification as a Designated Representative by the Texas Commission on Environmental Quality (if not certified, must be able to obtain certification within six (6) months of employment);

SELECTION GUIDELINES:

Formal application; education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.