



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Environmental Investigator I	Opening Date: October 27, 2021	Application Deadline: Open Until Filled	Job #: 21109
Department: Engineering and Development Services	Starting Salary: \$35,000 - \$43,707 Annually	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: This position is responsible for surveillance and investigating complaints of environmental nuisances including litter, illegal dumping, and hazardous materials, abatement, and enforcement actions.

General Knowledge, Skills, and Abilities: 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.

Minimum Qualifications: Must possess a high school diploma or equivalent and valid Texas Drivers' License. Minimum of three (3) years' experience in a related field.

Preferred Qualifications: College, university, or technical training.

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 Investigator

Department: Engineering and Development Services

FSLA Status: Non-Exempt

Reports To: Environmental & Sanitation Services Manager

SUMMARY: The position is responsible for surveillance and investigating complaints of environmental nuisances including litter, illegal dumping, and hazardous materials, abatement, and enforcement actions.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Environmental & Sanitation Services Manager.

Exercises no supervision.

DUTIES AND RESPONSIBILITIES include the following:

1. Present a professional image as a representative of Bastrop County and the Development Services Department.
2. Interprets and applies Texas Commission on Environmental Quality Rules and Regulations, Texas Department of Health Services, Department of Transportation and other State regulatory agencies.
3. Conducts periodic county-wide inspections for potential violation of environment, water, and health codes by conducting interviews and searches.
4. Operates a variety of office equipment including telephone, fax machine, computer, copier, and other equipment related to duties.
5. Maintains control of and evaluates evidence, prepares reports of investigative findings, and determines proper disposition of cases.
6. Maintains liaison with Federal, State, and local environmental law enforcement agencies.
7. Manages MyGovernmentOnline Environmental Investigation activities processing including daily inspections and investigations, and compliance follow-up.
8. Attends continuing education courses and other activities to maintain licensing to stay technically current and competent.

9. Investigates complaints, assists with resolution, and performs enforcement as necessary including representing the Department at legal proceedings.
10. Maintains assigned vehicle and maintenance logbook.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **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 are 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:

General principles and practices of Environmental & Sanitation Services;
Advanced principles and practices of Environmental Investigation of litter, illegal dumping, hazardous materials, abatement, and enforcement actions;
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:

Collect and research data, design work flows and procedures;
Thrive within group problem solving situations;
Perform multiple tasks simultaneously in a timely manner;
Record and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence; demonstrate accuracy and thoroughness;
Effectively speak to small audiences to convey information;
Develop strategies to achieve Departmental and County goals and objectives;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
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;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;

Work independently in the absence of supervision;
Adapt to changes in the work environment; manages demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
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.

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.

Work Environment:

While performing the duties of this job, the employee regularly works in the field and in an office setting. The employee travels to various locations which may require climbing and descending upon uneven ground and is exposed to moving mechanical parts, heavy equipment and outside weather conditions. The employee is occasionally exposed high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is often loud.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that provides the required knowledge and abilities as follows:

Experience/Education:

Graduation from high school with college, university, or technical training in related fields and a minimum of three (3) years' related experience.

Licensing:

Valid Texas Driver's License and appropriate certification.

SELECTION GUIDELINES:

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

***** This position is subject to pre-employment, 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.