



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

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| Title: OSSF Administrative Assistant | Opening Date: September 12, 2022 | Application Deadline: Open Until Filled | Job #: 220345 |
| Department: Development Services | Starting Salary: \$18.00-\$19.55 | Location: Bastrop, Texas | Travel: N/A |

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Performs a variety of public health regulation and prevention activities protecting the public health in Bastrop County related to on-site sewage facilities to include assisting in the following activities: reviews designs of on-site sewage facilities (OSSF); investigates complaints of on-site sewage facilities (OSSF); assists with implementation of state and local OSSF regulations including maintenance requirements.

General Knowledge, Skills, and Abilities: Performs routine office procedures such as receives and screens calls visitors, mail and sensitive requests for information in a courteous and timely manner; reviews designs and planning materials for all on-site sewage facilities; consults with property owners, contractors, and engineers to assist them with plan development, OSSF design, installation and maintenance; provides information and answers questions from the public and maintenance providers concerning OSSF maintenance contracts, renewals, and reporting codes; tracks frequency of maintenance contract renewals/delinquencies and maintenance contract reports; and print monthly correspondence for contract renewals/delinquencies to homeowners; and supports the relationship between Bastrop County and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, contractors and staff.

Minimum Qualifications: Must possess a high school diploma or equivalent. College, university, or technical training is preferred. Minimum of two (2) years' experience in a related field, or any combination of experience and training that would provide the required knowledge, skills and abilities.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed online at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>.

A resume will be considered, but will not be accepted in lieu of application. 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: www.co.bastrop.tx.us/page/co.jobs



BASTROP COUNTY, TEXAS

Job Description

Job Title: OSSF Administrative Tech

Department: Development Services **FSLA Status:** Non-Exempt

Reports To: Environmental & Sanitation Services Manager or Designee

SUMMARY: This position performs a variety of public health regulation and prevention activities protecting the public health in Bastrop County related to on-site sewage facilities to include assisting in the following activities: reviews designs of on-site sewage facilities (OSSF); investigates complaints of on-site sewage facilities (OSSF); assists with implementation of state and local OSSF regulations including maintenance requirements.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Environmental & Sanitation Services Manager.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Reviews designs and planning materials for all on-site sewage facilities. Communicates with designers regarding deficiencies in designs and planning material.
2. Consults with property owners, contractors, and engineers to assist them with plan development, OSSF design, installation and maintenance.
3. Schedules field inspections and interacts and communicates with citizens, property and business owners, and contractors to resolve questions and/or problems.
4. Provide information and answer questions from the public and maintenance providers concerning OSSF maintenance contracts, renewals, and reporting records.
5. Track frequency of maintenance contract renewals/delinquencies and maintenance contract reports; and print monthly correspondence for contract renewals/delinquencies to homeowners.
6. Interpret and apply Texas Commission on Environmental Quality and other State Regulatory Agency rules and regulations governing the application of OSSF and the other environmental and public health codes.
7. Supports the relationship between Bastrop County and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, contractors and staff.

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 management;
Advanced principles and practices of on-site sewage facility inspections, complaint resolution, and implementation of state and local OSSF regulations;
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:

Synthesize diverse information; collect and research data; uses intuition and experience to complement data; design work flow and procedures.
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;
Effectively speak to small audiences to convey information;
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;
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 weighing up to 25 pounds 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, state and local 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 & Education:

Must possess a high school diploma or equivalent. College, university, or technical training is preferred. Minimum of two (2) years' experience in a related field, or any combination of experience and training that would provide the required knowledge, skills and abilities.

Licensing:

Valid Texas Driver's License

Job is contingent upon State Background Check and the ability to obtain a Designated Representative License from the TCEQ within the first year of employment.

A Spanish speaker is preferred

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 random and/or 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.