



Bastrop County Job Posting

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

An Equal Opportunity Employer

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| Title: OSSF Inspector | Opening Date: October 12,2022 | Application Deadline: Open Until Filled | Job #: 220337 |
| Department: Engineering and Development Services | Starting Salary: \$38,694 - \$42,000 Annually | Location: Bastrop, Texas | Travel: N/A |

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: This position reviews designs and conducts inspections of on-site sewage facilities (OSSF), investigates complaints of on-site sewage discharges and facilities, (OSSF) assists with implementation of state and local OSSF regulations, and assists OSSF permitting and contract compliance activities.

General Knowledge, Skills, and Abilities: Ability to synthesize diverse information, collect and research data, and use intuition and experience to complement data and design work flow and procedures; 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; 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; Establish and maintain effective working relationships with those contacted in the course of the job.

Minimum Qualifications: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. 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. Spanish fluency. Possession or the ability to obtain a Designated Representative (DR) License from the TCEQ and Site Evaluator (SI) License within one year.

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: OSSF Inspector

Department: Engineering and Development Services

FSLA Status: Non-Exempt

Reports To: Environmental & Sanitation Services Manager

SUMMARY: This position reviews designs and conducts inspections of on-site sewage facilities (OSSF), investigates complaints of on-site sewage discharges and facilities, (OSSF) assists with implementation of state and local OSSF regulations, and assists OSSF permitting and contract compliance activities.

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. Provide information and answer questions from the public regarding OSSF design, installation and maintenance.
3. 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.
4. Analyze, interpret, and apply technical guides and other authoritative resources furnished in written, oral, diagram, or schedule form in the application of environmental and public health issues.
5. Manage MyGovernmentOnline OSSF activities processing including daily inspections and investigations, permit issuance and compliance follow-up.
6. Review application and OSSF design to ensure that proposed site plans and specifications meet all state and county rules and regulations.
7. Operate a variety of office equipment including telephone, fax machine, computer, copier, and other equipment related to duties.
8. Use field equipment during inspection such as hand held, electronic, or automatic transit levels, and GIS/GPS units.

9. Conduct site and installation inspections and complete necessary documentation of inspections.
10. Investigate complaints and assist with problem resolution. Perform enforcement actions and represent the Department at legal proceedings.
11. Maintain assigned vehicle and maintenance logbook.
12. Review subdivision plats for compliance with local and state OSSF rules and regulations.
13. Attend continuing education courses and other activities to maintain state licensing and stay technically current.
14. Maintain records and databases.
15. Use GIS mapping software for research, mapping, and recording geographic information.
16. Communicate complex and sensitive information concerning permits and the permitting process to Department staff, the general public, and regulatory community.
17. Serve as technical resource to other Department sections and staff members.
18. Prepare and present periodic training on technical and procedural topics.
19. Participate in the resolution of complex and sensitive contested permit applications.
20. Provide assistance for maintenance contract review, approval, documentation, and inspection.
21. Provide exceptional customer service to County employees and the public;
22. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
23. Maintains confidentiality and security of all Environmental & Sanitation Services information and systems;
24. Performs related work or duties as assigned by supervisor.

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;
Proper use of equipment, safety and security procedures, and reporting potentially unsafe conditions.
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, and use intuition and experience to complement data and 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 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.

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 to high, precarious places, fumes or airborne particles, toxic or caustic chemicals and vibration. The noise level in the work environment is often loud.

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, and/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 provide the required knowledge and as follows:

Experience & Education:

Must possess a high school diploma or equivalent. College, university, or technical training is preferred. Minimum of three (3) 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 (DR) License from the TCEQ within the first year of employment.

Site Evaluator (SI) or ability to obtain within one year.

Spanish fluency 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 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.