

## **Job Description: SANITATION INSPECTOR**

**Class No.** 1232  
**Position No.** 635-4720  
**Grade/Step:** 9/1

**Department:** Environmental Health  
**EEOC Category:** Skilled Craft  
**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Sanitation Inspectors perform routine inspection work in the environmental health field within established procedures and policies to ensure that septic systems are installed according to regulations as mandated by the Texas Commission on Environmental Quality and Guadalupe County On-Site Sewage Order.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Environmental Health Director
2. Directs: This is a non-supervisory position
3. Other: Contact with other county departments, Registered Sanitarians, Septic Installers, TCEQ, and the general public

### **TYPICAL FUNCTIONS**

- Interpret and apply Texas Commission on Environmental quality, Texas Health & Safety Codes and County regulations governing the application of OSSF (On-Site Sewage Facilities) and the other environmental and public health codes.
- Review application and engineered design to assure that proposed site plan and specifications meets all state and county rules and regulations.
- Inspects potential septic system sites in order to confirm the accuracy of site evaluation and septic system designs.
- Performs daily scheduled inspections of OSSF's.
- Use of field equipment during inspection such as hand-held, electronic or automatic transit levels, GIS/GPS units.
- Investigate complaints; assist public with resolution of problem.
- May perform soil tests and evaluates the suitability of building lots for the installation of OSSF's.
- Represent department at legal proceedings.
- Reports illegal septic system installations and malfunctioning systems.
- Serves notice of maintenance contract expiration.
- Prepares and submits reports and records of duties performed into department database and to TCEQ.
- Performs such other duties as may be assigned.

### **TYPICAL KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the modern methods, principles and practices of public health sanitation.
- Knowledge of inspection and investigation techniques; knowledge of the causes, impacts of, and solution to current sanitation problems.
- Considerable knowledge of the sanitary sciences, basic math, and construction and electrical.
- Considerable knowledge of, and the ability to interpret, explain and enforce the laws, ordinances and regulations governing environmental sanitation.
- Considerable ability to communicate effectively orally and in writing.
- Considerable ability to establish and maintain effective working relationships with other county employees, superiors, associates, representatives of outside agencies, and the general public.

### **MINIMUM QUALIFICATIONS**

- High school diploma, or its equivalent.
- Minimum of 2 years of experience in public or environmental health.
- Attend continuing education courses required to maintain Designated Representative license.

### **CERTIFICATES AND LICENSES REQUIRED**

- Current Designated Representative (D.R.) licensed through Texas Commission on Environmental Quality, or obtain license within 1 year of employment
- Valid Texas Driver's license. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Work is primarily performed outside.
- May be exposed to physical hazards while conducting inspections of field sites.
- The employee is required to walk, sit, stand, bend, and stoop.
- May require to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 60 pounds.
- May be exposed to airborne pathogens, waterborne pathogens, and bio waste.
- The employee must be able to inspect planning and permitting documents.
- Substantial contact with the public, other County departments and other governmental agencies that require the ability to communicate effectively.
- The ability to operate a personal computer is required.
- Responds to emergencies and local public health occurrences of an urgent nature during and beyond the standard hours of operation.
- Work is normally reviewed, and deadlines are to be met.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

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Signature of Employee

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Date

This signed original will be placed in employee's Personnel File.