

**Comal County
Job Description**

Job Title: Environmental Enforcement **Job Code Number:** 508
~~Coord.~~ Specialist
Department: Environmental Health **Salary:** N120
Employee Name: ~~Marlee Ebbesen~~ **Employee ID:** 1497
FLSA Status: Nonexempt **Reports To:** Assistant County Engineer
Prepared by: Human Resources **Prepared Date:** ~~12/01/2016~~ 9/18/12/01/2016
Approved by: Commissioners Court **Updated:** 10/18

SUMMARY

Coordinates the enforcement activities of Environmental Health. Performs a variety of routine clerical and administrative work in the processing of complaints and enforcement of environmental violations.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant County Engineer.

SUPERVISION EXERCISED

One (1) Environmental Health Field Inspector.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

ENVIRONMENTAL:

1. Process Environmental Complaints (OSSF Permit Violations, Raw Sewage, Solid Waste, etc.)
2. Assists public by taking initial complaint, explanation of the enforcement process and any status questions.
3. Identify and assess environmental damage caused by violations.
4. Analyze acquired information and prepare reports.
- ~~2.~~
- ~~3.~~5. Issues Notices of Violation (NOV).
- ~~4.~~6. Maintains Environmental Database and prepares complaint files.
- ~~5.~~7. Files Complaints at Justice of the Peace for non-compliant NOV's.
- ~~6.~~8. Assists the violator in explanation of the notice and of the enforcement process.

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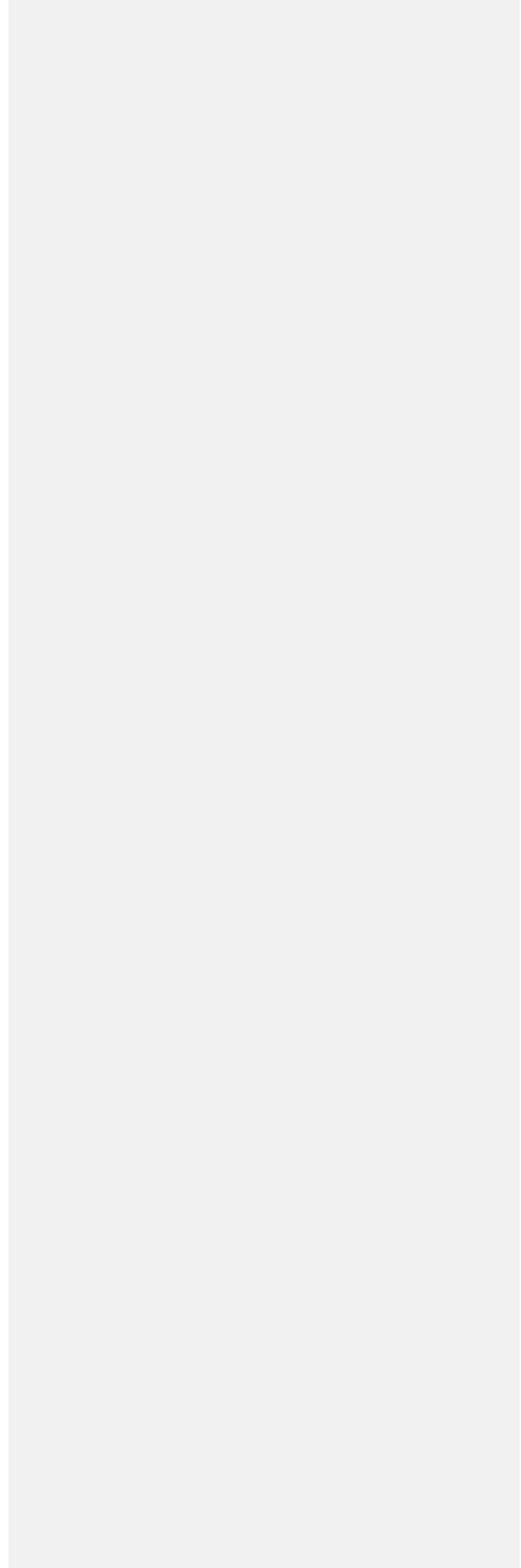
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7.9 Attendance is an essential function of the job.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

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MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High School diploma or equivalent and should have 3-5 years of experience in clerical operations. Other specialized job requirements include good public relations skills, communication abilities, professional demeanor, hands-on computer experience, accurate typing skills, and excellent writing skills.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and interpret documents such as statutes, rules, judicial decisions and legal treatises. Ability to draft legal documents, such as briefs, pleadings, motions, and any discovery. Ability to communicate effectively with the public and persons in the legal system.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Able to use statistical functions in MS Excel to give accurate monthly reports to the Commissioners and in producing Grant reports

CERTIFICATES, LICENSES, REGISTRATIONS

TCEQ Designated Representative License

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

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 this a contract for employment.

Approval: _____
(Supervisor or Department Head)

Approval: _____
(Commissioners Court)

Effective Date: _____

Revision History: _____

Acknowledgement of employee: _____
(Printed Last Name, First Name, MI)

Signature of employee: _____