

ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A PART TIME ENVIRONMENTAL CONTROL ASSISTANT

JOB SUMMARY: This is a non-exempt part time position responsible for all aspects of On-Site Sewage Facilities (OSSF) in Erath County, which must meet state requirements. The Environmental Control Assistant must have the ability to work independently.

ESSENTIAL JOB FUNCTIONS:

- ◆ Greet public and answer telephone when available, otherwise respond to messages.
- ◆ Perform clerical duties.
- ◆ Inspections of On-Site Sewage Facilities (OSSF).
- ◆ Participate in education to inform the public of current and changing environmental laws and regulations.
- ◆ Meet with clients to explain requirements regarding OSSF.
- ◆ Maintain accurate records for each OSSF and keep on file with software.
- ◆ Keep aerobic system maintenance contracts up to date.
- ◆ Assist with evaluating subdivision review for approval on new subdivisions.
- ◆ Investigate and take appropriate action on citizen complaints of an improper OSSF.
- ◆ Inspect areas of the county for potential health hazards.

The assistant will have use and access to a county vehicle. The county vehicle will remain on county property after hours. Other requirements include duties as assigned within the scope of responsibility and skill required of the job.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ High School graduate or equivalent.
- ◆ Possess valid Texas driver's license with clear driving record.
- ◆ Must have or must be a licensed 'Designated Representative' by the State of Texas (TCEQ – Texas Commission on Environmental Quality), within 180 days of employment and maintain all required hours.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Ability to, accurately use laser level.
- ◆ Good communication & organizational skills.
- ◆ Excellent interpersonal skills, flexible & adaptable to changing work environment.
- ◆ General knowledge of office related products, such as calculator, copy machines, scanners, basic computer operations, etc.
- ◆ Requires intermediate to advanced word processing, spreadsheet, and/or other types of computer software experience.
- ◆ Professional presence and ability to use tact while assisting irate persons.
- ◆ Ability to associate with all county departments in a professional manner.
- ◆ Ability to work outside under all weather conditions.

WORKING CONDITIONS: Work is performed indoors and outdoors, as well as, in and around sewers. Outdoor work consists of exposure to elements. When work is performed near a sewer, the officer is exposed to damp and wet conditions. This position requires travel to job sites, necessary schools and other job related duties. This position has exposure to the computer monitor.

PHYSICAL REQUIREMENTS: Outdoor work requires officer to be able to walk on level and uneven slippery surfaces, kneel, crouch, climb inclines, bend, reach, grasp and carry items up to 50 lbs. Indoor office work is basically sedentary but also requires standing, bending, stooping and stretching.

The salary range is Step1 - \$10.30 to Step 6 - \$15.45 per hour. Monday – Friday with flexible working hours of no more than 29 hours per week. This position does not include health or dental insurance; however, part time employees are required to participate in retirement with the Texas County & District Retirement System.

Physical and drug screen required.

This position is open until filled.