

**BLANCO COUNTY**  
**Job Posting**  
**Announcement** Posting  
Date: 02-09-2024  
Closing Date: Until filled

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**Department:** Sanitation/Floodplain Office  
**Position/Class Title:** Inspector

**GENERAL DESCRIPTION**

The Inspector is responsible for implementation of rules and regulations for both Sanitation and Floodplain.

**ESSENTIAL JOB DUTIES:**

Essential duties/functions include but are not limited to the following:

- Perform onsite sewage facilities reviews and permitting.
- Investigate OSSF (Onsite Sewage Facilities) complaints.
- Ensure compliance with OSSF state laws (Title 30 Administrative Code, Chapter 285).
- Prepare documents and reports for legal action.
- Issue authorizations to begin construction
- Issue notices of approval after the OSSF passes inspection.
- Perform site confirmation inspections and verify that separation requirements can be met.
- Review variance requests.
- Verify installer licenses.
- Ensure collection of fees.
- Maintain accurate records of permitting, fees, inspections, maintenance reports and complaints.
- Conduct subdivision reviews.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The ideal candidate will have the ability to:

- Maintain confidentiality of records as required by law.
- Become familiar with health and safety rules, laws and regulations.
- Read and understand maps as well as utilize mapping programs.
- Communicate effectively, both orally and in writing.
- Possess basic math skills.
- Effectively use office equipment such as computer, copier, scanner, digital camera and calculator.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.

- Manage multiple and changing priorities as may be necessary.
- Prepare and present OSSF information to the public.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- Perform other related duties / functions as may be required or as delegated by the Sanitation / Floodplain Administrator.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent.
- Must be at least 18 years of age.
- One to two years of clerical experience preferred.
- Must possess a valid Texas Driver's License.
- Obtain and maintain a Designated Representative license from the executive director of TCEQ.
- Must consent to and pass criminal background check.

**Application Information:**

**An application must be completed for each position. No résumé's accepted in lieu of and application but may be included for supplemental information.** Applications can be downloaded from the employment page of the Blanco County website.

Please return completed application to:

Camille Swift  
or mail to:  
Blanco County Treasurer  
PO Box 471  
Johnson City, TX 78636

*Blanco County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Blanco County is a public employer; therefore, all applications are public information.*