



## **ENVIRONMENTAL INSPECTOR JOB DESCRIPTION**

**City of West Lake Hills, Texas**

### **GENERAL PURPOSE**

Under administrative direction from the Director of Building & Development, reviews and investigates environmental matters related to septic, tree, and other public works projects

### **SUPERVISION RECEIVED**

Reports to and works under the general supervision of the Director of Building & Development Services

### **SUPERVISION EXERCISED**

Support staff as assigned, such as public works contract employees.

### **Essential Duties and Responsibilities**

#### **1. Sanitarian:**

- Responsible for administration of the Texas Administrative Code (TAC) 285, Texas Department of Health Construction Standards for On-Site Sewerage Facilities (OSSF) and City Ordinance 108, as amended, relating to the construction, licensing, and certification procedures for on-site sewerage facilities.
- Review sanitation plans and slope plans for ordinance compliance.
- Works with septic designers to ensure compliance.
- Inspect all OSSF repair and construction projects.
- Initiate and executes the condemnation process for septic systems, when necessary.
- Coordinate pre-construction meetings with installers, contractors, and property owners.
- Review other building plans (swimming pools, etc.) for properties that have OSSF.

#### **2. Arborist**

- Confers with and provides tree trimming regulations to arborists, developers, contractors, and property owners concerning ordinance related matters.
- Review tree replacement plans and calculate replacement inches for compliance with the applicable codes and standards.
- Meet with contractors and subcontractors at job sites, as necessary, to resolve complex tree removal issues.
- Represent the City in matters pertaining to tree trimming.
- Review vegetation plans, tree replacement plans, and irrigation plans for ordinance compliance
- Issue tree permits, trimming and removal, after the required site visit has taken place.
- Review construction plans for tree issues and setback requirements.
- Work with property owners for removal of fire safety buffer zone trees.
- Investigate complaints from property owners regarding tree and dead wood.
- Issue notice of violations for all noncompliant tree removal

## **QUALIFICATIONS**

### **Education and Experience:**

- Four-year college degree, and/or minimum of five years' experience in septic design (preferably in a small to medium sized city in Texas)
- Experience managing OSSF programs.
- Registered Sanitarian
- TCEQ Site Evaluator
- ISA Certified Arborist
- Flood Plain Administrator
- TCEQ Designated Representative
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### **Knowledge of and Ability to:**

- Ability to read and understand OSSF plans and a solid understanding of construction practices and principles
- Knowledge of and ability to interpret complex regulatory codes (zoning, development, construction, signs, subdivisions, etc.).
- The ability to read and accurately interpret construction plans, specifications and reference materials.
- The capacity to analyze facts, recognize problems, and formulate and implement viable solutions.
- The skills necessary to effectively communicate verbally and in writing with the public as well as City Staff, Boards, and Commissions while discussing, explaining, and interpreting standards and codes.
- The ability to safely and legally operate a motor vehicle to complete some essential functions of this job.
- Technological and computer-literacy with proficiency in the Microsoft Office Suite of applications, Incode software, MyPermitNow, CivicClerk, and Geographic Information Systems (GIS) software.
- The physical ability to move around residential and commercial construction sites, including gaining access to attics, rooftops, trenches and basements. Employee may be exposed to reasonable industrial and construction hazards such as noise, dust, pollen and fumes. Ability to access remote sites that may require climbing and traversing steep slopes and rough terrain in all weather conditions.
- Must be able to sit or stand for long periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Must possess general manual dexterity to proficiently operate computer and other office machines (including but not limited to smart phone, laptop, digital camera, calculator, copier, credit card machine, and fax machine), perform filing or other office functions, and reach items with hands or arms.
- Must be able to use stepstools and stepladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.

### **SPECIAL REQUIREMENTS**

- Possession of a valid Texas Driver License issued by the Department of Public Safety
- Must be bondable

### **TOOLS AND EQUIPMENT USED**

- Personal computer including Windows XP office, Outlook, Excel, Word, Laserfiche Client, word processing, spreadsheet, internet, web client, Incode, 10-key calculator; phone; scanner/copy machine; fax machine.
- Motor Vehicle

### **PHYSICAL DEMANDS**

- Vision adequate to operate vehicles and office equipment, read instructions and follow directions.
- Hearing adequate to converse on telephone and in person.
- Body mobility adequate to drive and perform related office duties including reaching and bending for files and related office items.
- Use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions.
- Ability to lift office files, binders, and small office equipment as needed.

### **WORK ENVIRONMENT**

- The work environment characteristics 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.
- The noise level in the work environment is usually moderate.