



CALDWELL COUNTY

Job Description

Job Title:	Code Enforcement Officer (Environmental Investigator)	Salary:	\$50,000
Department:	Engineering and Subdivision	FLSA Status:	Non-Exempt
Location:	405 E. Market St. Lockhart, TX 78644	Prepared by:	Human Resources Dept.

*Applications will be accepted until the position is filled

*Please return job application to the Human Recourse Office at the Caldwell County Courthouse
110 S. Main St. Room 100, Lockhart, TX 78644 or email to kristianna.ortiz@co.caldwell.tx.us

SUMMARY

Performs investigations of illegal solid waste dump sites and public nuisance cases. Develop evidence for potential civil and criminal prosecution by legal authorities.

SUPERVISION RECEIVED

Works under the general supervision of the Engineering and Subdivision Department.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Investigates complaints concerning public nuisance violations, including high grass and weeds, litter, rubbish, trash, debris, junked and abandoned vehicles, standing water, septic, and violations of the County's junkyard ordinance, County Development Ordinance, and septic ordinances.
2. Conducts research to identify property ownership and interviews residents in order to investigate complaints concerning public nuisance violations, violations of the County ordinances
3. Collects evidence and maintains case files concerning the complaints in order to prepare notice of violations, and also issues citations. The employee conducts follow up inspections to determine compliance. Document violations, prepare reports, and issue notices or citations as needed

4. Conducts investigations and interviews with property owners with the goal of gaining compliance with the law, before enforcement of the law.
5. Develops liaison relationship and effective communications with county, state, and federal agencies to facilitate cooperative environmental problem resolution and cleanup of public lands.
6. Conducts periodic county-wide inspection for potential violations of public nuisances and for violations of the County's junkyard, Development Ordinance, Septic Ordinance.
7. Organizes labor and develops educational material, notices for the County's collection events.
8. Participates in informational meetings of residents or organizations to assist with neighborhood cleanup projects or beautifications campaigns. Helps promote education relating to elimination of dangerous environmental land use practices.
9. Ideal candidates will be professional, community-focused, and committed to ensuring a safe, healthy, and compliant environment for our residents.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE:

Graduation from High School or G.E.D.

A code enforcement license or peace officers license, issued by the state, is preferred. Professional training can be provided to ensure job readiness.

OTHER SKILLS AND ABILITIES:

Microsoft office suite (i.e. email, word, excel, teams), and database programs preferred. Prepare clear and concise records, reports, correspondence and other written materials, Exercise independent judgment within general policy guidelines. Establish and maintain effective working relationships with those contacted in the course of work.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors with the County. Bilingual (English/Spanish) candidates strongly encourage to apply.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide. Use all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to lift and/or move up to 50 lbs. On a regular basis they will pick up litter, garbage, rubbish, and refuse; will cleanup illegal dump sites on county owned property. These sites may include infectious diseases, insects, snakes, vermin, and other hazardous material. The job regularly requires one to stand, walk, use hands to fingers to handle or feel, and reach. Specific vision abilities for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus. On a regular basis the employee will be required to climb a 6 foot ladder. On a regular basis, the employee will be power and hand tools, rake, shovels, and wheel barrow.

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.

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.