

LIBERTY COUNTY
ENGINEERING & PERMITS DEPARTMENT
2103 Cos Street, Liberty, Texas 77575
Phone: (936) 336-4558 FAX: (936) 253-8222

August 14, 2018
Field Inspector Position

The Liberty County Engineering & Permit Department is seeking applications for the full time position of Field Inspector. This job entails the inspection of subdivision infrastructure, storm water culverts, citizen complaints and septic systems. The successful candidate will hold a "designated representative" certification or will secure same within 9 months of employment. Interested parties may secure an application from the County's web site or the County HR Department located at 1901 Cos Street in Liberty. Completed applications should be returned to the Liberty County Engineering Department, Attn: David Douglas, 2103 Cos Street, Liberty, Texas 77575. The salary range for this position is \$ 34,000 annually. Additionally, Liberty County employees who have completed a probationary period are eligible to participate in medical insurance, dental insurance, vision insurance and a retirement plan. This position will remain open until filled. Liberty County is an equal opportunity employer.

Primary job functions of this position are as follows:

- Issue various types of permits and inspection of associated work activities
- Process and maintain records
- Inspect various types of infrastructure installations and maintain records on same
- Collect and process payments for permits
- Interact with the public to assure a proper flow of information
- Other job duties as assigned by the Engineering Department Administrator

Required knowledge, Skills and abilities:

- Familiarity with the operation of a computer – word processing and excel
- Mathematical skills with ability to handle cash and make change
- Public relations and communication skills with the general public
- Must be able to sit for extended periods of time
- The ability to walk, stoop, bend and carry up to 20 pounds
- Extended periods of travel in a vehicle

Acceptable Experience and Training:

- Valid Texas driver's license
- High School diploma
- Knowledge of acceptable operations of an office
- Ability to secure a "DR" designation within 9 months of employment
- Bilingual ability is a plus