



LIBERTY COUNTY
PERMITS & INSPECTIONS
311 Travis Street, Liberty, TX 77575

Designated Representative/Field Inspector Position

The Liberty County Permitting and Inspections Department is seeking applications for a full-time DR/Field Inspector. The job entails the inspection of subdivision infrastructure, storm water culverts, driveway connections to County Roads, onsite septic systems and the resolution of citizen complaints relating to health and safety issues. *The successful candidate will hold a TCEQ "Designated Representative" certification or will secure certification within 6 months of employment.* Interested parties may secure an application from the County's website or from the Permitting and Inspection Department and should be plainly marked for the attention of Melinda Soliday. Liberty County employees who have completed a probationary period are eligible to participate in group medical insurance, dental insurance, vision insurance, retirement plan, vacation and sick leave. **Liberty County, Texas is an equal opportunity employer.**

Primary job functions of this position are as follows:

- Issue approval of permits
- Conduct required inspections and maintain records of same
- Initiate, process and maintain various forms and reports
- Interact with the general public to ensure proper flow of information
- Other duties as assigned by the Department Administrator

Required knowledge, skills and abilities:

- Familiarity with Word, Excel, and Outlook, computer knowledge is a must
- Mathematical skills to a level that enables complex computations for OSSF permitting and compliance
- Public relations and communication skills with the general public
- Must be able to sit for extended periods of time, including traveling in a vehicle
- The ability to walk, stoop, bend and carry up to 20 pounds

Acceptable experience and training:

- Valid Texas driver's license
- High school diploma
- Knowledge of acceptable operations in an office
- *TCEQ certification as a "Designated Representative" or ability to secure certification within 6 months of employment date*
- *Bilingual ability in Spanish is required*

Training for this position will be in the Liberty Office, once the TCEQ certification is obtained, you will work from the Cleveland office.