



VICTORIA COUNTY

PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria TX 77901

Position: Sanitation Inspector (2 Positions available)

2021

Full-time Position

Salary: \$16.15 - \$19.00

Non-Exempt

Open until filled

SUMMARY

Employee will perform routine inspection work in the environmental public health field with the Victoria County Public Health Department. Work involves inspecting retail food establishments, installation of on-site sewage facility (OSSF) systems; investigating public health nuisance violations, preparing reports of findings; monitoring corrective action; and promoting public education on environmental issues and public health. Work is performed within established procedures and policies under supervision of a Registered Professional Sanitarian.

Essential duties and responsibilities include, but are not limited to the following:

- Develop, coordinate, assists with and administers Victoria County's municipal separate storm water programs (MS4) and procedures as required for compliance with the MS4 Program
- Assists the County of Victoria, the public, and other agencies to implement MS4 permit requirements; provides inter-departmental and inter-agency training
- Assists in coordinating the activities required by the National Pollutant Discharge Elimination System (NPDES) as it relates to storm water management plans (SWMP), Best Management Practices (BMPs), annual report submittals, and education and outreach
- Assists general public, contractors, developers, and engineers in search of general information pertaining to Storm Water Management Program (SWMP) and storm water regulations
- Assists Victoria County and local municipalities(s) with investigating complaints about storm water runoff, develops corrective recommendations for identified problems, and notifies Director of legal action needed to effect compliance with established storm water regulations
- Interprets and applies provisions of storm water run-off, conservation regulations and other federal, state and local codes, laws, standards, policies and procedures
- Authors and reviews Storm Water Pollution Prevention Plans (SWPPPs) for Victoria County projects and private development projects, as needed
- Assists with review of development plans for sites (private property) and for proposed development(s) for compliance with applicable storm water regulations (including Victoria County's storm water ordinance); evaluates studies, reports and comments

concerning such plans; identifies required changes and prepares review responses to plans

- Assists with review of plans for impact of storm water runoff from highways, parking lots, residential development, and other impervious services. Assesses the impact of non-point source pollution caused by storm water runoff
- Inspects retail food establishments for proper sanitation which may affect public health
- Investigates public health nuisance complaints and monitors corrective action
- Prepares reports on inspection findings, outlining violations of regulations and corrective action recommendations
- Reviews construction applications for proposed on-site sewage facility systems treating less than 5,000 gallons per day of wastewater
- Inspects constructed OSSF systems for compliance with Texas on-site sewage facility regulations and issues permit to operate
- Promotes public education on sanitary practices through individual contacts and civic or other public meetings; recommends and promotes environmental sanitation improvements and positive public health practices
- Assists with Water Lab activities
- Performs tasks in support of Vector Control Program
- Travels and performs job duties inside and outside of Victoria County
- Works non-traditional hours (hours other than 8:00 – 5:00/Monday through Friday) as necessary, including weekends
- Provides “on call” coverage on a rotation schedule
- Performs related work as assigned
- Inputs inspection data into environmental tracking software
- Interacts face-to-face with persons in community

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The requirements listed below are representative of the education and/or experience, knowledge, skill, and/or abilities necessary to perform this job.

Education and/or Experience:

- Education equivalent to graduation from an accredited high school and
- Two (2) years of college (60 semester hours) from an accredited college or university
- Full-time paid experience in environmental health control areas, such as food protection, on-site sewage facility permitting, water quality, code enforcement, vector control, etc. or

a health-related field may be substituted for college. Each year of experience may substitute for one (1) year of college

- Four college credit hours of general microbiology, preferred

Other Skills:

- Ability to get along well with the public and co-workers
- Ability to communicate in verbal and in written form
- Ability to apply basic principles of physical, biological and social sciences of environmental health
- Ability to learn relatively complex scientific and regulatory information
- Ability to work with a computer
- Ability to prioritize work
- Ability to complete assigned items in a timely manner
- Ability to analyze situations and take appropriate actions
- Ability to function as a working member of a group or team, as well as individually, with supervision
- Ability to establish and maintain cooperative relations with the regulated public and the ability to maintain a professional demeanor in adverse circumstances
- Bilingual (Spanish/English) abilities an asset

CERTIFICATES, LICENSURES, REGISTRATIONS:

- Must have a valid Texas driver's license and proof of automobile liability insurance
- Upon hire, must be able to obtain a license as a Certified Food Protection Manager, Designated Representative (OSSF system inspections) and other certifications as required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in good general health in order to perform the duties of this position
- Must be able to operate a motor vehicle, traveling to surrounding counties, when necessary
- Must be able to work in adverse weather conditions rarely
- Must be able to sit at a desk, use a computer keyboard, answer the telephone, etc

- Must be able to use limbs and have the overall physical capacity to maneuver across sloped or shifting terrain, sloped or slippery floors, distances of several hundred yards, etc
- Must be able to tolerate odors that are organically generated and simultaneously perform the duties of this position

WORK ENVIRONMENT:

The work environment characteristics described below 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.

- Some of the duties involve sitting at a desk in a climate controlled environment
- Many times the employee will be out in the community in a retail food establishment, or outside inspecting an OSSF system or performing MS4 related activities and the climate will not be controllable
- Employee will perform on-call duties as described in the “Essential Duties...” section above
- Employee will work flexible hours, including weekend hours
- Employee will drive a vehicle provided by Victoria County for work duties only
- Employee will experience multiple encounters with the general public, with employees, and with supervisors throughout the day

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901