

Job Description: ENVIRONMENTAL ENFORCEMENT OFFICER

CLASS NO. 910

EEOC CATEGORY: Protective Service Workers

PAY GROUP: 115

FLSA: Non-Exempt

SUMMARY OF POSITION:

Patrols the County to identify, investigate and alleviate sources of illegal dumping, littering and public nuisance as defined by County order and/or state and federal codes, statues and regulations; issuing notices of violations and/or citations (if TCOLE certified) to offenders and participating in any necessary prosecution. Provides public education in Solid Waste disposal to citizens and organizations within the County.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County Judge or Emergency Services Director
2. Directs: Departmental staff
3. Other: May be appointed to serve as County Fire Marshal. Has daily contact with the public; frequent contact with County law enforcement personnel, other county departments, and Waste Management; has occasional contact with state regulatory agencies such as the Texas Department of State Health Services and Texas Commission on Environmental Quality.

EXAMPLES OF WORK:

Essential Duties*

Patrols rural areas of the County to locate sites of illegal dumping, identify offenders and take necessary measures to alleviate said dumping.

Works outdoors in hot, cold and/or wet weather.

Issues environmentally related notices of violation and/or citations (citations if TCOLE certified).

Investigates complaints of illegal dumping, littering and public nuisance defined within the health and safety code, issuing notices of fines as required by law.

Other Important Duties*

Monitors loads for hazardous materials and directs such loads appropriately;

Provides public education of solid waste disposal /littering issues to citizens through individual contact with the public, media contact and through public instructional forum (i.e., school - club - business/company assistance).

*for the purpose of compliance with the Americans With Disabilities Act (ADA)

CLASS NO. 910 (Continued)

Generates the required reports of department activity and data for submission to supervisor

Keeps daily log of activity

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Environmentally related Orders of the Polk County Commissioners Court, the Litter Abatement Act, as amended, the Health and Safety Code of the State of Texas, as amended and other associated rules, regulations and standards.

Ability to: communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with other county offices and employees, as well as appropriate state agencies and representatives of those agencies.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent.

Two years of work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Must complete the Texas Department of Health Code Enforcement Officer application requirements and/or necessary training;

Valid Texas driver's license.