

## Job Description: COMPLIANCE OFFICER

Class No. 1229  
Position No. 635-4710-11  
Pay Group: 19-L

Department: Environmental Health  
EEOC Category: Protective Service  
FLSA: Non-exempt

### SUMMARY OF POSITION

This position performs routine inspection work in the environmental health field within established procedures and policies. Also, investigates complaints and take appropriate action; prepares and maintains records regarding all county orders as well as state and federal environmental laws and health and sanitation codes.

### ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Environmental Health Director
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other county departments, the general public, local, state and or federal agencies.

### EXAMPLES OF WORK

Investigates complaints regarding violations of the various county, state and federal environmental laws, interviews witnesses, complaints and suspects;

Creates reports concerning the incidents and files the proper complaints with the court of jurisprudence;

Collects physical and photographs evidence in related cases and preserves evidence for final disposition by court;

Testifies in both civil and criminal proceedings involving the case investigated;

Collaborates with other law enforcement agencies and environmental agencies in conducting investigations;

Investigates complaints of unsafe, uninhabitable, and unsanitary structures and overgrown lots, and enforces codes when necessary;

Maintains computer records and reports concerning inspections and investigations;

Answers questions in person or on the telephone regarding flood plain, county and state codes and citizen's complaints;

Inspects septic systems to see that they are installed in accordance with state and county requirements;

Inspects flood-damaged homes to determine extent of damage;

Serves notices to septic system maintenance contract expiration;

Performs such other duties as may be assigned.

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics 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 of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 50 pounds.

### **CERTIFICATES AND LICENSES REQUIRED**

High school graduation, or its equivalent, plus two year's experience in law enforcement. This employee should have knowledge of Texas Commission on Environmental Quality (TCEQ) rules and regulations, and knowledge of the Texas Penal Code and Code of Criminal Procedures.

A current certification as a Peace Officer licensed by the Texas Commission on Law Enforcement Officer's and Educations is required and commissioned by either Guadalupe County Constable Department or Guadalupe County Sheriff's Department.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: state regulatory requirements related to environmental laws and health; and use and care of vehicles, firearms, and specialized equipment.

Skill/Ability to: interpret and communicate to others environmental laws and other related codes, read detailed maps and surveys, determine transit level; establish and maintain effective working relationship with other county employees and commissioners, state and local government agencies, and the general public; analyze situation and adopt quick and reasonable courses of action; demonstrate proficiency in both oral and written communication; operate computer using standard word processing; research legal issues and property ownership.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:  
1229- Compliance Officer**

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.