



## LIBERTY COUNTY

624 Fannin Street, Liberty, Texas 77575

Phone: (936) 336-4560 x 1660

Melinda Soliday, TCEQ DR/SE

Floodplain Administrator

Permit & Inspection Administrator

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### FIELD INSPECTOR POSITION

The Liberty County Floodplain, Permitting and Inspection Department is seeking applications for a full-time field inspector. This job entails the inspection of subdivision infrastructure, culverts, and floodplain/floodway permit compliance. Also assisting citizen complaints relating to health, safety and floodplain issues.

This position will start in our Liberty office but will transition to the Cleveland office sometime in 2025. Interested parties may secure an application from the Liberty County's website at <https://www.co.liberty.tx.us/page/liberty.Jobs.Openings>. Please mail your application and resume to Liberty County Floodplain Administrator at the address above or email to [melinda.soliday@co.liberty.tx.us](mailto:melinda.soliday@co.liberty.tx.us). Additionally, Liberty County employees who have completed the probationary period are eligible to participate in group medical, dental, vision insurance, a generous retirement plan, vacation and sick leave. **Liberty County, Texas is an equal opportunity employer.** Veterans are encouraged to apply.

#### **Primary duties of this position are:**

- Inspections of culverts and homes, related to the permitting process
- Initiate, process and maintain various forms and reports
- Interact with the general public to ensure a proper flow of information
- Assist other inspectors when needed
- Other duties as assigned by the Department Administrator

#### **Required knowledge, skills and abilities:**

- Ability to speak, read and write in Spanish
- Ability to take and follow directions
- Ability to interact with the public in a professional manner
- Ability to function in a fast-paced environment
- Knowledge of Microsoft Outlook, Word and Excel (database a plus)
- Good written and verbal communication skills
- Must be able to sit for extended periods of time in the office and in a vehicle
- Ability to walk, stoop, bend and carry up to 40 pounds

#### **Required:**

- Valid Texas driver's license
- Clean driving record
- High school diploma
- Commitment to learning new skills