



LIBERTY COUNTY
Permitting and Inspection Department
624 Fannin Street, Liberty, Texas 77575
Phone: (936) 336-4560

December 3, 2020
Field Inspector Position

The Liberty County Engineering, Permitting and Inspections Department is seeking applications for a full time field inspector. This 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 same within 6 months of employment. Interested parties may secure an application from the County’s web site or from the Permitting and Inspections Department, same being located at 624 Fannin Street, Liberty, Texas 77575. Completed applications and resumes should be returned to the Permitting and Inspection Department and should be plainly marked for the attention of David Douglas. The starting salary for this position is \$ 31,190.40 but will increase to \$ 36,070.56 when the individual secures a “Designated Representative” license from TCEQ. Additionally, Liberty County employees who have completed a probationary period are eligible to participate in group medical insurance, dental insurance, vision insurance, a retirement plan, vacation and sick leave. **Liberty County, Texas is an equal opportunity employer.**

Primary job functions of this position are as follows:

- Issue various types of permits and inspection of associated work activities
- Initiate, process and maintain various types of forms and reports
- Inspect various types of infrastructure and maintain records on same
- Collect and process permit payments
- Interact with the general public to ensure a proper flow of information
- Other duties as assigned by the Permitting and Inspection Department Administrator

Required knowledge, skills and abilities:

- Familiarity with the operation of a computer – word and excel programs
- 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
- The ability to walk, stoop, bend and carry up to 20 pounds
- Extended periods of travel in a vehicle

Acceptable experience and training:

- Valid Texas driver’s license
- High school diploma
- Knowledge of acceptable operations of an office
- TCEQ certification as a “designated representative” or ability to secure certification within 6 months of hire date
- Bilingual ability in Spanish is required