

San Jacinto County

Job Title:	Permit Administrator	Position Type:	Full Time
Department/Group:	Permitting Department	Payroll Line Item	0012-0486-2003
Location:	1 State Highway 150 Room 3	Travel Required:	In County Only
Employee Name:		Date of Hire:	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Assist customers with the permit application process • Enter permit information into SAFE program and print out numbered receipt • Put permit information into EXCEL spreadsheet • Retain all flood plain files and Elevation Certificates • Complete monthly report and email to each Commissioners office and SJCAD • Scan final OSSF files into computer and enter into SAFE program • Prepare and turn in weekly deposits to Treasurer Department • Maintain email daily • Enter time into department payroll • Special projects as needed <p>TCEQ OSSF DESIGNATED REPRESENTATIVE</p> <ul style="list-style-type: none"> • APPROVE ALL OSSF DRAWINGS FOR THE SEPTIC SYSTEM DESIGN • FILE INSPECTION ON ALL NEW OSSF SYSTEM INSTALLATION • DOCUMENT OSSF SYSTEM IN SAFE PROGRAM AND FILE HARD COPY • INVESTIGATE ALL COMPLAINTS AND SEND OUT VIOLATION LETTERS AND ISSUE FINES IF NEEDED • ISSUE AUTHORIZATION TO CONSTRUCT ON APPROVED OSSF SYSTEM • ISSUE LETTER OF COMPLETION ON APPROVED OSSF SYSTEM • SET APPOINTMENTS FOR INSPECTIONS FOR OSSF INSTALLERS AND PERSONS WITH COMPLAINTS • TAKE APPROPRIATE CLASSES TO MAINTAIN LICENSE • DRIVE TO DO ALL SEPTIC INSPECTIONS • DRIVE TO DO ALL PERMIT VERIFICATIONS <p>EXPECTATIONS</p> <ul style="list-style-type: none"> • GREET AND ASSIST EVERY CUSTOMER WITH KINDNESS • ALL EMAILS MUST BE WORKED BY THE END OF THE WEEK • MAKE SURE THAT TIMESHEETS ARE SAVED BY THE END OF DAY THURSDAY • SHOW UP TO WORK AT YOUR SCHEDULED TIME. IF YOU WILL BE LATE OR NEED TO SCHEDULE OFF, YOU MUST GET SUPERVISOR APPROVAL 			

PREFERRED SKILLS

Detail oriented – **MUST** have current Designated Representative License

ADDITIONAL NOTES

Reviewed By:	Name	Date:	Date
Approved By:	Trisha Basham	Date:	03/23/2026
Last Updated By:	Trisha Basham	Date/Time:	