



**DRIPPING SPRINGS**  
Texas

**ENVIRONMENTAL HEALTH  
INSPECTOR  
FULL-TIME EXEMPT**

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**A. GENERAL PURPOSE**

Under the supervision of the Building Official, the Environmental Health Inspector is responsible for reviewing plans and inspecting commercial and residential facilities and properties in the City's jurisdiction for compliance with all City and State health, sanitation, food establishment, on-site sewage facility, and commercial and residential pool codes and ordinances, including: the investigation of potential violations; the enforcement of state and municipal codes, ordinances, and regulations; providing compliance information to citizens; issuing stop work orders, violation notices, and citations; and maintaining required records and reports. Assists the Code Enforcement Inspector as needed.

**B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manages technical and administrative activities including plan review, investigation, inspection, and enforcement of health, sanitation, food establishment, on-site sewage facility, and commercial and residential pool related city codes, ordinances, and regulations.
2. Responds to and resolves public inquiries and complaints related to health, sanitation, on-site sewage facilities, pool facilities, and public health nuisances with excellent customer service.
3. Issues courtesy notices, notices of violation, citations, correction notices, and stop work orders to ensure compliance; conducts follow-up investigations to ensure compliance with applicable codes, ordinances, and laws.
4. Seeks compliance with state and city codes, ordinances, and related laws from citizens, property owners, and businesses, acts as liaison between the complainants, alleged violators, and the city.
5. Reviews construction plans and specifications, inspects, and issues permits required or requested by the City under appropriate ordinances of the City, including but not limited to, those related to food establishments, schools, child care facilities, foster care

facilities, health care facilities, on-site sewage facilities, and commercial and residential pools.

6. Inspects public pools for compliance with health regulations.
7. Collects field samples for analysis; conducts investigations of health and disease concern and general environmental health surveys; analyses and interprets information gathered, and submits recommendations based on findings.
8. Makes recommendations to food facility and public pool representatives on methods/techniques to modify daily operations in accordance with current health codes.
9. May train food handlers and be involved with various educational programs. Conducts field and office training and instruction sessions as needed.
10. Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code compliance activities to substantiate violations.
11. Submits required reports to the State regarding environmental health and on-site sewage facilities.
12. Prepares evidence in support of legal action taken by the city. Appears in court as necessary. Testifies at hearings and in court proceedings as required.
13. Interfaces and coordinates activities with other city departments, governmental agencies, and the private sector by working with city staff to determine compliance with various ordinances, codes, and laws.
14. Must be generally available to respond to emergency “call outs” on possible violations.
15. Provides public relations in a manner that fosters awareness and understanding of code enforcement goals, builds public support, and ensures valuable relationships in order to obtain the desired compliance with established codes, policies, and regulations.
16. Maintains effective communication and interaction with City officials, City Administration, City Staff, local law enforcement, Texas Commission of Environmental Quality, Texas Health Department, other agencies, and the public.
17. Abides by the Building Official Code of Ethics as established by the International Code Council.
18. Reports verbally or in writing to the Building Official any conflicts with any citizen in the course of performing duties.
19. Completes administrative duties by responding to phone calls, emails, public

information requests; copies information; posts inspection information to the city's records and permitting systems; compiles reports; maintains files; and prepares a variety of written reports, memoranda, and correspondence.

20. Attends City Staff and board/commission/committee/City Council meetings as needed.
21. Assists the city's Code Enforcement Inspector as directed by the Building Official.
22. Serves as Environmental Health Officer and Health Officer.
23. Performs other related duties as assigned.

**C. SUPERVISION**

Works under the general direction of the Building Official.

**D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Requires Bachelor's Degree in Environmental Health, Biology, Chemistry, Microbiology, Physical Science, Food Technology, Environmental Engineering or other related science.
2. Three (3) years of environmental health experience and three (3) years of on-site sewage facility design review and inspection experience, with demonstrated leadership qualities. Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.
3. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
4. Ability to communicate effectively orally and in writing.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. Valid Texas Driver's License and good driving record (required).
7. Must be a Professional Registered Sanitarian in Texas.
8. Must possess Designated Representative Certification from the Texas Commission on Environmental Quality, or ability to obtain certification within three (3) months of employment.

**E. TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office; email; phone; tablet; printer; copy machine; motor vehicle; and mobile or portable radio.

**F. SPECIAL REQUIREMENTS**

1. Work is performed mostly in an outdoor setting visiting various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate certain computers and various other pieces of City equipment.
2. While performing the duties of this job, the employee is regularly required to move around various sites throughout the City; communicate effectively; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

**G. WORK HOURS**

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. Non-traditional work hours may be required and shall be coordinated with the Building Official. This is a full-time exempt position and eligible for compensatory time as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Any compensatory time performed must be preapproved by the direct supervisor.

**H. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works outside on project sites and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the office work environment is usually mild.

**I. SALARY**

Pay range is \$70,000 to \$82,500 annually. Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

**J. BENEFITS**

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

## **K. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. To discuss an accommodation, please contact the Peoples & Communications Director, Lisa Sullivan, at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*