

**HIDALGO COUNTY
PRECINCT 2 - SANITATION**

JOB TITLE: Solid Waste Code Enforcement Officer **FLSA STATUS:** NON-EXEMPT

DEPARTMENT: 122 **CIVIL SERVICE STATUS:** NON-EXEMPT

JOB DESCRIPTION SUMMARY:

Under the direction and supervision of the Pct. 2 County Commissioner or other designated supervisor, performs technical field inspections and investigations to enforce State and County codes and ordinances relating to land use, public nuisances, and illegal dumping; investigates complaints and issues citations for code violations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs land use and environmental inspections to assure safety and general welfare of residents.
2. Provides the community with information for legal options for the disposal and removal of solid waste in the unincorporated areas of the County.
3. Researches and identifies essential anti-dumping laws on a regular basis.
4. Investigates criminal and civil illegal dumping, burning and public nuisances.
5. Prepares legal case report files for criminal and civil law suits.
6. Performs environmental health inspections on both private and commercial property in accordance with Texas Health and Safety Code specific to essential anti-dumping laws
7. Performs surveillance operations using digital photography and video techniques for gathering evidence of environmental crimes.
8. Prepares and issues citations and warrants; collects and preserves evidence; writes arrest warrants, inspection warrants, search warrants, and related paperwork.
9. Following established procedures, issues citations and warrants to people in violation of county codes and state regulations; documents each citation presented to owners and agents.
10. Conducts follow-up inspections and reissues citations where compliance has not been achieved.
11. Performs other related law enforcement duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School diploma or General Education degree (GED) preferred;
- Minimal two (2) years work experience in same or related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.
- Must be a licensed peace officer

OTHER SKILLS AND ABILITIES:

- Knowledge of applicable Federal, state, and county laws, statutes, and ordinances.
- Knowledge of principles and practices of code enforcement, investigations and inspection methods, and public relations techniques in code compliance activities.
- Knowledge of investigative techniques and procedures, and techniques for observation and memorization of critical details.
- Knowledge of court and administrative hearings process, legal terminology, arrest laws and rules of evidence.
- Knowledge of proper methods of securing, handling, and preserving evidence.
- Knowledge of solid waste and hazardous materials.
- Skill in conducting comprehensive investigations, maintaining accurate records, and preparing comprehensive written and oral reports.
- Skill in making presentations before court officials and hearing officers.
- Ability to communicate effectively, especially orally with persons of varying educational backgrounds.
- Ability to maintain complete and accurate records.
- Employee shall be able to make decisions/corrections as needed and must have strong public relation skills both written and oral;
- Employee must be organized.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands 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 to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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 enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve;

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM:

Employee is required to follow all departments' safety regulations.