



**Public Health**  
Prevent. Promote. Protect.

# VICTORIA COUNTY

## PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria, TX 77901

**Position: Sanitation Inspector**

**Full-time Position**

**Salary: \$18.23 - \$21.87**

**Essential**

**Non-Exempt**

**Open until filled**

### SUMMARY

Employee will perform routine inspection work in the environmental public health field with the Victoria County Public Health Department (VCPHD). Work involves inspecting retail food establishments, installation of on-site sewage facility (OSSF) systems, and public health nuisance violations; preparing reports of findings; monitoring corrective action; and promoting public education on sanitary practices. Work is performed within established procedures and policies under supervision of the Environmental Supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

- Inspects retail food establishments, individual and non-municipal sewage systems, and related establishments for proper sanitation which may affect public health.
- Investigates public health nuisance complaints and monitors corrective action.
- Prepares reports in inspection findings; outlining violations of regulations and corrective action recommendations.
- Reviews construction applications for proposed on-site sewage facility systems treating less than 5,000 gallons per day of wastewater.
- Inspects constructed OSF systems for compliance with Texas on-site sewage facility regulations and issues permit to operate.
- Promotes public education on sanitary practices through individual contact and civic or other public meetings; recommends and promotes environmental sanitation improvements.
- Assists and performs tasks in support of the mosquito control program.
- Travels and performs job duties inside and outside of Victoria County.

- Work non-traditional hours (hours other than 8:00 – 5:00/Monday through Friday) as necessary, including weekends.
- Provides “On Call” coverage on a rotation schedule.
- Performs related work as assigned.
- Inputs inspection data into environmental tracking software.
- Interacts face-to-face with persons in community
- Assists with water laboratory activities.
- Operates various office machines, including a personal computer equipped with Microsoft Office.

### **SUPERVISORY RESPONSIBILITIES**

- None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The requirements listed below are representative of the education and/or experience, knowledge, skill, and/or abilities necessary to perform this job.

### **EDUCATION AND/OR EXPERIENCE**

- Education equivalent to graduation from an accredited high school AND two (2) years of college (60 semester hours) from an accredited college or university.
- Full-time paid experience in environmental health control areas, such as food protection, on-site sewage facility permitting, water quality, code enforcement, vector, etc. or a health-related field may be substituted for college. Each year of experience may substitute for one (1) year of college.
- Four (4) college credit hours of general microbiology, preferred.

### **OTHER SKILLS**

- Ability to get along well with the public and co-workers.
- Ability to communicate in verbal and in written form.
- Ability to apply basic principles of physical, biological, and social sciences of environmental health.
- Ability to learn relatively complex scientific and regulatory information.

- Ability to work with a computer.
- Ability to prioritize work.
- Ability to complete assigned items in a timely manner.
- Ability to analyze situations and take appropriate actions.
- Ability to function as a working member of a group or team, as well as individually, with supervision.
- Ability to establish and maintain cooperative relations with the regulated public and the ability to maintain a professional demeanor in adverse circumstances.
- Bilingual (Spanish/English) abilities, an asset.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a valid Texas Driver's License and proof of automobile liability insurance.
- Upon hire, must be able to obtain a license as a Certified Food Protection Manager, Designated Representative (OSSF system inspections) and other certifications as required.

### **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.

- Sit at a desk, talk, and/or hear over 2/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, under 1/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.
- Must be in good general health in order to perform the duties of this position.
- Must be able to operate a motor vehicle, traveling to surrounding counties, when necessary.
- Must be able to work in adverse weather conditions rarely.

- Must be able to sit at a desk, use a computer keyboard, answer the telephone, etc.
- Must be able to use limbs and have the overall physical capacity to maneuver across sloped or shifting terrain, sloped or slippery floors, distances of several hundred yards, etc.
- Must be able to tolerate odors that are organically generated and simultaneously perform the duties of this position.

## **WORK ENVIRONMENT**

The work environment characteristics described below 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.

- Work near moving mechanical parts, work in high or precarious areas, fumes or airborne particles, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), risk of electric shock, work with explosives, risk of radiation, and/or vibration occurs none of the time.
- Exposure to moderate noise levels.
- Some of the duties involve sitting at a desk in a climate controlled environment.
- Many times the employee will be out in the community in a retail food establishment or outside inspecting an OSSF system, and the climate will not be controllable.
- Employee will perform on-call duties as described in the “Essential Duties...” section, above.
- Employee will work flexible hours, including weekend hours.
- Employee will drive a vehicle provided by Victoria County for work duties only.
- Employee will experience multiple encounters with the general public, with employees, and with supervisors throughout the day.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901