

**JOB DESCRIPTION  
WHARTON COUNTY  
ASSISTANT – PERMITS & INSPECTION DEPARTMENT**

**Reports to Permits & Inspection Director**

Assist the Permits & Inspection Director with the following duties and all other duties assigned:

**Floodplain Administrator for County**

CFM (Certified Floodplain Manager-must obtain yearly CEU's)

Knowledge and understanding of FEMA flood insurance rate maps and compliance with National Flood Insurance Program regulations

Issue development permits for all new development in unincorporated areas of Wharton County, and through inter-local agreement, the City of East Bernard. Maintain permit records, elevation certificates, etc

Enforcement of Wharton County Flood Damage Prevention Order by ensuring that all new development in County is appropriately permitted (including complaints filed in Justice of the Peace Courts when required)

Respond to inquiries from general public, surveyors, insurance agents, and builders regarding flood plain regulations, requirements, and determine if subject properties are located in the 100-year flood plain.

Complete and submit required federal reports regarding NFIP

Review subdivision plats for NFIP requirements

**Designated Representative** (on-site sewage facility program)

Must possess current license issued by TCEQ to perform duties of Designated Representative for Wharton County. (must obtain yearly CEU's)

Issue permits for on-site sewage facilities in Wharton County, which includes:

- application and fee
- design review
- verify current license of installer and/or maintenance provider
- issue Authorization to Construct
- inspection of system
- issue Authorization to Operate

Track maintenance reports (3 per year) and annual maintenance contract renewal

for each aerobic OSSF installed in County (currently approx 3100). Ensure that reports are submitted as required, and contracts are renewed yearly.

File complaints in JP Court for past due maintenance contracts and systems in need of repair.

Investigate and resolve OSSF complaints received.

Enforcement of Wharton County On-site Sewage Facility Order. Enforcement activities include complaint investigation and resolution through Justice of the Peace Courts or higher court as needed.

Review subdivision plats as required by TAC (Texas Administrative Code) Chapter 285

### **9-1-1 Rural Addressing**

Process address requests from property owners (all new electrical service whether building, water well, electric gate, oil field sites, etc.) Gather information and travel to site to GPS or locate on aerial map. Submit to LJA for addressing. Notify property owner, CAD, and electric company of assigned address.

Field calls and verify existing 9-1-1 address for property owners, lenders, insurance companies, etc.

Work closely with local post offices regarding assigned 9-1-1 addresses and submit verification letters as needed.

Work with HGAC and LJA to ensure database is maintained and up to date.

Work with HGAC to correct any errors in database.

Attend 9-1-1 committee meetings at HGAC as held.

### **Drainage Permits**

Field calls from commercial development prospects regarding drainage requirements in Wharton County.

Work closely with commercial developer and Scheibe Consulting to ensure technical data is submitted as required.

Upon completion of review, issue development permit for project and collect fee.

### **Subdivision Policy**

When issuing development permits, ensure that all tracts of land have been divided according to Wharton County Subdivision policy.

**Other duties:**

all general secretarial activities  
budget preparation, department head duties  
fee submittals

serves by appointment of the County Judge on the H-GAC Regional Flood Management Council and 9-1-1 Rural Addressing Committee

technical consultation for county-wide master drainage plan. Coordinate with contract engineer and supply documentation, information and resources as needed.

Work closely with Drainage Department supplying maps and other information as needed by Drainage Supervisor (property owners, etc)

Supply maps as needed to County Commissioners, DA's office, Sheriff's Dept, DPS, etc.

**Physical and mental demands:**

Operate office equipment

Perform complex mathematical calculation and review engineering designs

Communicate clearly and concisely in writing, on the phone, and in person

Must be able to travel to inspection sites

Maintain physical condition conducive to walking, standing, or sitting for extended periods of time: performing inspections in the field which requires bending, walking, and standing on uneven and rough ground, near or over open holes, and/or heavy equipment/machinery.

Mental capacity to make sound decisions and using good judgement, recall of rules and requirements of federal and state programs, dealing with customers including difficult situations, communicate clearly verbally and on the telephone, working with numbers, formulas and other data. Work environment will involve high levels of public contact, stress, and/or pressure.

\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*