



KARNES COUNTY JOB DESCRIPTION

SPECIAL PROJECTS MANAGER POSITION SUMMARY

Department	Road & Bridge	FLSA Status	Exempt
Reports To	Road and Bridge Engineer	EEO Classification	Architectural & Engineering Managers

Responsible for reviewing, approving, and issuing of all permits within Karnes County related to (1) third party work within Karnes County right-of-way, (2) floodplain administration, and (3) TCEQ On-Site Sewage Facilities (OSSF), and for insuring compliance with related local, state and federal standards and codes. Additionally, this position is responsible for coordination the assignment of all 911 rural addressing for Karnes County and for ongoing maintenance of related databases and insuring compliance with TCEQ Permit Requirements for the Karnes County Collection Site (KCCS) facility. The broad scope of the position requires employee to:

- Work both indoors and outdoors in extreme weather conditions, including heat, cold, humidity, temperature swings and inclement weather, and be frequently exposed to dust, odor, electrical, mechanical, loud noise and toxic hazards, in order to perform field inspections.
- Operate multiple software platforms necessary to maintain extensive databases in order to insure compliance with multiple local, State, and Federal agency regulations and statutes.
- Operate a motor vehicle and travel within Karnes County.
- Possess a current license issued by the TCEQ as required to enforce the rules and regulations of Texas Health and Safety Code, Chapter 355 as they related to OSSF facilities.
- Work after hours and holidays and respond timely to urgent or emergency situations as directed.

ESSENTIAL FUNCTIONS

Position requires employee to:

- Ensure all applicable policies and procedures are followed, including those related to establishing and maintaining a safe work environment.
- Maintain knowledge of regulatory codes and ordinances relating to construction and/or modifications within floodplains and roadway facilities within Karnes County.
- Review all OSSF applications and perform field inspections to ensure compliance with TCEQ requirements.
- Inspect property, buildings, and site construction to enforce compliance with local, State, and federal regulations for floodplains, roadway facilities, and other real property within Karnes County.
- Receive and respond to citizen inquiries and complaints concerning possible and/or alleged code violations, and to collaborate with other departments and agencies for case resolution.
- Review proposed development to assure that all necessary permits and approvals have been received from governmental agencies as required by Federal or State laws, including Section 404 of the Federal Water Pollution Control Act, applicable Texas Railroad Commission regulations, applicable statutes relating to designated historical structures, and Executive Orders 11988 and 11990 relating to floodplain management requirements and the protection of wetlands.
- Coordinate all floodplain development requests with the County's contracted floodplain engineer for review and approval of permits prior to issuance. Issue floodplain permits for structures within floodplains and inspect development to insure compliance with community development standards and NFIP requirements.
- Establish operating parameters and overseeing the operation of the KCCS facility.
- Maintain an up-to-date, accurate database with correct physical addresses within Karnes County and to work with various emergency service agencies to provide maps that facilitate delivery of emergency services.
- Perform other duties, special projects, and assignments as assigned.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> • High school diploma or equivalent (Required) • Associate Degree (Required) 	<ul style="list-style-type: none"> • Minimum 10 years' experience demonstrated managerial experience (Required) • Minimum five (5) years demonstrated experience with ArcGIS Database Systems (Required) • Minimum 3 years' experience with 911 INTRADO System (Required) • Minimum 5 years demonstrated roadway and floodplain permitting experience (Required) 	<ul style="list-style-type: none"> • Texas Driver License (Required) • OSSF TCEQ Designated Representative License (Required) 	<ul style="list-style-type: none"> • Criminal background check (Required) • Drug Test (Required) • Submittal of MVR (Required) 	<ul style="list-style-type: none"> • Proficiency with Microsoft Office Suite of Products • Database Administrations