



# KARNES COUNTY JOB DESCRIPTION

SPECIAL PROJECTS Technician POSITION SUMMARY					
Department	<b>Road &amp; Bridge</b>			FLSA Status	<b>Non-Exempt</b>
Reports To	<b>Special Projects Manager</b>			EEO Classification	<b>Architectural &amp; Engineering Managers</b>
Salary Range	Min	Mid	Max	Date Approved	
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Employee Signature				Supervisor Signature	

Responsible for assisting, reviewing, 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 assisting in 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 (KCCCS) 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, to perform field inspections.
- Operate multiple software platforms necessary to maintain extensive databases to ensure compliance with multiple local, State, and Federal agency regulations and statutes.
- Operate a motor vehicle and travel within Karnes County.
- 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.
- Assist with inspections of 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 document citizen inquiries for 911 addresses and complaints concerning possible and/or alleged code violations, and to collaborate with other departments and agencies for case resolution.
- Assist in the review of 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.
- Assist with all floodplain development requests with the County's contracted floodplain engineer for review and approval of permits prior to issuance.
- Assist in overseeing the operation of the KCCCS 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"> <li>• High school diploma or equivalent (Required)</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience demonstrated managerial experience (Recommended)</li> </ul>	<ul style="list-style-type: none"> <li>• Texas Driver License (Required)</li> </ul>	<ul style="list-style-type: none"> <li>• Criminal background check (Required)</li> <li>• Drug Test (Required)</li> <li>• Submittal of MVR (Required)</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency with Microsoft Office Suite of Products</li> <li>• Database Administration</li> </ul>