



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING INSPECTOR IV**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs advanced (senior-level) work in areas such as development permit issuance, utility certificate processing, performance of on-site inspections, disseminating information for the community development division. Employee may supervise the work of others and conduct training of others. Employee works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists the Chief Planning Inspector in overseeing the community development division staff on daily activities and provides guidance to lower level clerks and inspectors when questions arise as to permitting policies and procedures

May assist in compiling and analyzing data, making calculations, and preparing reports

Gathers information for any "Public Information Requests" in regards to community development division

Assists in the preparation of packets for the Building Board of Adjustments Meetings

In absence of Chief Planning Inspector directs inspectors to do on-site inspections to enforce the proper setbacks, floor elevations, the amount of dwelling structures allowed on a site, and verify, if applicable, for residential utility connections, and if any subdivision development is being established without County's acknowledgement

Issues development permits

Answers telephone

Reviews that all documentation being submitted for development permits are applicable for the issuance and along with the prepared appropriate utility clearance form(s)

Assists citizens with information and/or complaints on flood zones and development permit issues

Assists the Chief Building Inspector with duties in his/her absence

Trains others on community development division policies and procedures

In absence of Chief Planning Inspector, supervises the work of others in the community development division

Performs other duties as assigned

EDUCATION AND EXPERIENCE

Bachelor's degree with course work in regional planning or a related field

Four (4) or more years' experience in planning and community development with a focus on development permitting

Certified vocational training may be preferred

Two (2) or more years of supervisory experience preferred

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office practices, policies and permitting procedures

Skill in the use of standard office equipment and software

Ability to implement new systems and procedures and to evaluate their effectiveness, to communicate effectively, to effectively interpret programs and plans, to train others, and to supervise the work of others

Ability to work effectively with minimal supervision and to take initiative in problem solving

Must be able to communicate with the general public in a courteous manner at all times

Bilingual is preferred (English/Spanish)

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 over 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 encounter while performing the essential functions of this job.

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
- standing 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 a work environment 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
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations