

GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer.

	<p>Date Posted: June 10, 2026 Closing Date: Open Until Filled</p>
Position:	Designated Representative
Department:	Development Services
Duties:	<p>This position is responsible for administering the On Site Sewage Facilities Program within the Development Services Department, and all other related duties as assigned.</p> <p><u>Essential duties and responsibilities</u></p> <ul style="list-style-type: none"> • Receives, reviews, and processes OSSF Permits in accordance with the Grayson County OSSF Regulations and enters data into the permit system. • Creates, organizes and maintains records pertaining to On Site Sewage Facilities • Cash handling including cash, check, money order and credit/debit card transactions. • Prepares a variety of technical reports, maps, illustrations, correspondence and other written materials that include graphic representations pertaining to OSSF Facilities. • Mail out renewal letters, pursue, and collect all documentation and fees needed for compliance. • Answer incoming calls and assist customers with OSSF related inquiries. • Communicate professionally and efficiently with site evaluators, installers, professional engineers, maintenance providers, the County Environmental Officer, OSSF owners and the public regarding OSSF. • Performs on-site inspections of new installations and complaints. • Issue Notices of Violation and Citations as necessary. • Performs other related work duties as required.
Qualifications & Requirements:	<p><u>Education/Training/Experience</u></p> <ul style="list-style-type: none"> • High School Diploma or equivalent as certified by proper authority. <p><u>Licenses/Certifications:</u></p> <ul style="list-style-type: none"> • Valid Class "C" Motor Vehicle Operator's License. • A Designated Representative License obtained from the TCEQ or will obtain such a certificate within 6 months of beginning employment.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.