



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING- HOUSTON AREA- 2 OPENINGS
(EAST HOUSTON, CENTRAL HOUSTON, AND BELLAIRE CITY- MAY ALSO INCLUDE SURROUNDING AREAS)

Field Inspections- Field Inspector East Region
Inspector III
\$42,426 annually
\$3,535.50 monthly

Posting No: 1004-23

Opening Date: 10/04/22

Group/Step: B17

Closing Date: Until Filled

Position: 105,221

Job Description

The Field Inspector is selected by the Director of Field Inspections and applicable Region Manager, and reports to the Region Manager. Work involves the planning and conducting of complex inspections and investigations, to ensure compliance with Department statutes. Prepares reports on findings and may assist with recommendations on actions. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Daily travel is required and may include overnights and weekends.

The position is *home based and will be working in the following areas:

- **East Houston, Central Houston, and Bellaire City. May also include surrounding areas.**

Essential Duties

- Conducts routine inspections of facilities and equipment, including the analysis of business activities and records of entities, to determine compliance with program laws, rules, and regulations.
- Gathers and analyzes records and reports to audit and inspect facilities and equipment for compliance with laws, rules, regulations and adopted standards.
- Works in cooperation and harmony with the Field Inspections Support, Training and Analytics section and all TDLR staff in the performance of all duties.
- Prepares inspection and investigative reports, records, and correspondence.
- Participates in or conducts investigations of complaints referred from the Enforcement Division.
- May assist in preparing cases for and present testimony and evidence in formal hearings or court proceedings.
- Communicates with other Inspectors, management, and the training, support and analytics team to ensure consistent implementation of approved inspection and investigations procedures.
- Act as liaison to Agency staff, consumers and regulated industries regarding Field Inspections Division activities.
- May interact with and exchange information with various state or federal law enforcement organizations.
- Complies with Division and/or Agency training requirements.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and team, while upholding the Agency's core values.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the Programs and the Department.
- Adheres to all Department procedures and personnel policies and performs related work as assigned.

Minimum Requirements:

Minimum two (2) years' experience in inspection or investigative work required. Graduation from an accredited four-year college or university is generally preferred and may substitute for the experience requirement. Education and/or experience in area regulated by TDLR may substitute for the investigative/inspection experience requirement on a two-year for one-year basis. Spanish, Vietnamese and/or Mandarin bilingual skills preferred. Must possess a valid class C driver's license, proof of auto liability insurance and an acceptable driving record from the Department of Public Safety.

***Field Inspectors are required to provide own car, valid class C driver's license, proof of auto liability insurance and an acceptable driving record from the Department of Public Safety. Field Inspectors that are home based must also supply own workspace and internet access.**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 35- Military Intelligence, 68R Veterinary Food Inspection Specialist, BU- Builder, 06- Inspection, 6033 Aircraft Non-destructive Inspection Technician or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InspectorsandInvestigators.pdf

Remarks:

The successful candidate will have: Knowledge of laws, rules and standards related to assigned statutes; knowledge of inspection and investigative principles, techniques, and procedures; and of hearing/court procedures, practices, and rules of evidence. Skilled in operating computers, tablets and applicable computer software required to perform and monitor electronic inspections, route optimization program or any technology used to automate the inspection process. Ability to provide a high level of customer service and to resolve conflicts in a diplomatic manner. Ability to conduct inspections and investigations; to interpret and apply laws, rules, and regulations; to conduct interviews and gather facts; to evaluate findings; to prepare concise well documented reports; and to testify in hearings and court proceedings.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is not covered by the Fair Labor Standards Act (FLSA).

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.