

AGENDA ITEM 31

Discuss and take appropriate action on hiring an assistant to be shared by Commissioners of Pct. 3 and 4.

Commissioner Boatright stated that he would vote against the motion because it would be creating a new position after the budget has been adopted, and that the court has told the County department heads that they would not do that.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Heiligenstein**

Motion: To approve the hiring of an assistant to be shared by Commissioners Precincts 3 and 4, and to be funded out of the Road & Bridge fund.

Vote: 3 – 1. **Commissioner Boatright voted against the motion.**

< Attachment >

WILLIAMSON COUNTY JOB DESCRIPTION

DEPARTMENT: UNIFIED ROAD SYSTEM

POSITION: ENVIRONMENTAL ASSESSMENT OFFICER

JOB SUMMARY: Assists county commissioners with assessment and resolution of environmental issues associated with county acquisitions and projects. Works with commissioners, property owners, URS crews, engineers, and state and local government representatives to identify and resolve problems related to actual or potential damage to natural resources or public and private property. Responsible for appropriate disposal of hazardous waste and for recycling materials that are used or damaged as a result of acquisition or construction.

ESSENTIAL DUTIES: Works with commissioners, Right of Way agents, and URS crews to keep abreast of potential environmental issues. Meets with property owners and local officials to assess problems related to the removal of, or damage to, trees, shrubs, wells, sewer lines, phone lines, pasture land, culverts, or other natural or man-made features. Recommends action plans to deal with problems and assists in negotiating costs for implementation. Assists with matching any necessary removal or repair needs with appropriate contractors. Works with county nuisance officer when necessary. Responsible for disposal of any hazardous materials or waste that results from construction projects, damage repair, or material removal. Develops and coordinates recycling programs to mitigate the harmful effects of construction, repair, or material removal. Maintains knowledge of local, state, and federal laws and procedures related to hazardous waste disposal and recycling.

PHYSICAL DEMANDS: Driving, sitting, bending, reading, writing, walking, lifting (up to 50 pounds).

ENVIRONMENTAL FACTORS: Indoor and outdoor work with some exposure to inclement weather; contact with members of the public under sometimes hectic conditions.

QUALIFICATIONS: Any combination of education and experience equivalent to an associate's degree in environmental technology, construction management, construction technology, government, or engineering technology, or a closely related field, plus at least three years of experience in a field directly related to one of the above degrees. (Total of 5 years' experience meets the equivalence requirement.) Knowledge of city or county government required. Must be able to maintain and effective working relationships with the public and act as agent of the commissioner. Ability to maintain confidentiality and to exercise appropriate tact and discretion. Related experience in local government strongly preferred

SALARY: \$39,767–\$43,934, depending on qualifications.

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