



PO BOX 12157, Austin, TX 78711

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Job title: Inspector III- **revised salary as of 09/01/24

Field Inspector East Region

Posting: 0704-24

Opening Date: July 8, 2024

Closing Date: Until filled

Location: Downtown Houston, Harris County & Surrounding Areas

Yearly Salary: B15- \$50,000.04

****salary listed includes a state legislative salary increase effective 9/1/24**

Division: Field Inspections

Remote Work: Hybrid

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.

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 which may include the identification and documentation of potential signs of human trafficking.
- 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, Anti-Trafficking Inspectors, Management, and the Field Inspections Training, Support and Analytics section 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 relating to statute and/or rule violations or potential human trafficking 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. Education and/or experience in an area regulated by TDLR (barber, cosmetology, vehicle storage facilities, massage therapy, used auto parts recyclers, and/or dog and cat breeders) may substitute for the investigative/inspection experience requirement on a two-year for one-year basis. Graduation from an accredited four-year college or university is generally preferred and may substitute for the experience requirement. 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.

Military Occupation Specialty Code:

Army 68R, Navy AD, Coast Guard IV, Marine 6016 and 8012

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.

How to Apply

Applications may be downloaded through TDLR's website <https://www.tdlr.texas.gov/employ.htm>. Only Email or fax applications accepted. Email human.resources@tdlr.texas.gov or fax 512.475.3377. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Submit a copy of degree if in lieu of experience/skills requirement. To receive Military Employment Preference for any position, submit a copy of the DD214 or DD1300 with application. **Only interviewed applicants will receive notice of the final disposition of the selection process.**

This job is 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