



Working title: Field Inspector

Class title: Inspector III

Posting No.: 0402-26

Opening Date: 04/08/2026

Closing Date: Open Until Filled

Location: Livingston/Polk County

Class Code: 1323

FLSA: Non-Exempt

Salary Group/Salary: B16, \$50,000.04 - \$51,750.00/yr.

Division: Field Inspections

Number of positions: 1

General Description

Performs complex (journey-level) inspection work. 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. This position reports to the Region Manager.

This position is home-based and will be working in the Livingston/Polk County and surrounding areas.

Essential Job Functions

- 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.
- Acts 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.

Required and Preferred Qualifications

- Graduation from a standard senior high school or GED equivalent is required.
- Two (2) years of experience in inspection or investigative work is required. (Graduation from an accredited four-year college or university may substitute for the experience requirement.)
- Willingness to travel up to 50% for work-related purposes is required. Daily travel is required and may be extensive and include overnights and weekends. Use of personal vehicle for work-related travel is required in compliance with State and Agency travel rules and procedures.
- Willingness to work extra hours, including evenings, weekends, and holidays, as workload requires.

- 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.
- Graduation from an accredited four-year college or university with major course work in a related field is preferred.
- Experience conducting routine, risk-based, complaint initiated, or special inspections/investigations to determine compliance with existing regulations is preferred.
- Experience writing inspection or investigation reports is preferred.
- Experience collaborating with local, state, and federal law enforcement agencies and/or non-governmental organizations (NGO) related to human trafficking is preferred.
- Certification from the Council on Licensure, Enforcement, and Regulation (CLEAR) National Certified Investigator and Inspector Training (NCIT) program is preferred, or the ability to obtain it within 12 months of hire date.
- Experience in Barber, Cosmetology, Vehicle Storage Facility, and Massage Inspections is preferred.
- Experience with Microsoft Office software, web-based communications, mobile devices, and web-based research is preferred.
- Experience providing training to others is preferred.
- Bilingual in Spanish, Vietnamese, or Mandarin is preferred.

Knowledge, Skills, and Abilities

- Knowledge of laws, rules, and standards and inspections procedures related to assigned programs and statutes.
- Knowledge of potential signs of human trafficking and the appropriate methods of documenting and reporting these signs.
- Knowledge of inspection and investigative principles, techniques, and procedures; and, of hearing/court procedures, practices, and rules of evidence.
- Skill in the use of computers, tablets, and applicable computer software required to perform and monitor electronic inspections, route optimization programs, or any technology used to automate the inspection process.
- Skill in maintaining records and written reports.
- Skill in the use of MS Office applications.
- Ability to effectively provide a high level of customer service and to resolve conflicts in a diplomatic manner.
- Ability to communicate effectively with clients/customers in a professional manner.
- Ability to conduct inspections and investigations; to interpret and apply laws, rules, and regulations; and, to conduct interviews and gather facts.
- Ability to evaluate findings and prepare concise, well-documented reports.
- Ability to testify in hearings and court proceedings.
- Ability to train others.

Physical and Mental Requirements

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to climb stairs, stoop, bend, squat, crawl, and work in confined, cramped places.
- Must be able to lift equipment and supplies weighing up to 25 lbs.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.
- Ability to work in construction/industrial areas and outdoors in adverse weather conditions.
- Position may involve exposure to chemicals, gas, cleaning solutions, fumigants, and noise.
- Position may involve exposure to dangerous machinery and/or electrical danger.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ComplianceInspectionandInvestigation.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> or to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email,

please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer 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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.