

## **SABINE RIVER AUTHORITY OF TEXAS**

### **BRANCH:**

Operations

### **DIVISIONS:**

Lake Tawakoni Division  
Lake Fork Division

### **JOB TITLE:**

Commercial Permit Compliance Inspector

### **SALARY AND BENEFITS:**

Full-time position offering competitive salary, health, dental, vision, and retirement benefits

### **DUTIES & RESPONSIBILITIES:**

- Conduct scheduled inspections for compliance with SRA Limited Use Permits, Rules and Regulations, and Construction Guidelines; document discrepancies; write reports; communicate results of inspection and conduct follow-up inspections
- Investigate reports of permit violations
- Effectively and promptly handle and resolve complaints, problems and inquiries related to potential permit violations
- Complete administrative duties by responding to phone calls, emails; copy and fax information
- Work with and educate SRA Permittees with regards to enforcement of laws, rules, regulations and ordinances
- Ability to work professionally and effectively with the public and SRA personnel
- Ability to communicate effectively with a variety of people and possess strong customer service skills
- May be required to work evenings and/or weekends
- Perform other related duties as assigned
- Willing to contribute to a positive work environment
- Perform any other duties as necessary for the operation of the Sabine River Authority of Texas

**EDUCATIONAL, EXPERIENCE, AND OTHER REQUIREMENTS:**

- High School diploma or GED equivalent
- Have previous related work experience
- Have a valid Texas Driver's License and be insurable under the Authority's policy
- Be able to understand and follow oral and written instructions in English
- Code Enforcement Officer Registration (CEO) is not required, but CEO training and/or registration is desirable within 12 months of hire
- Be able to swim, walk long distances, and safely lift 75 pounds waist high
- Be able to safely operate a motorboat and work in, on, and around the water
- Be able to work occasional weekends and be on call
- Be able to learn new skills and have a positive attitude
- Familiarity and competency with Microsoft Office programs such as Word, Excel, Outlook, and Teams and familiarity with Adobe in filing paperwork

**CONTACT:**

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**The Sabine River Authority of Texas is an agency of the State of Texas and an Equal Opportunity Employer**

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