



## Job Description

### Utilities Inspector

Pay Grade: G07

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum of five (5) years of experience in the installation, repair, and maintenance of sewage lift station facilities.

**Minimum Education Requirements:** High School Diploma or acceptable equivalency diploma (GED).

**Department:** Utilities

**Direct Supervisor:** Sewer Collections Supervisor.

**Supervisory Responsibility:** Direct (6); Indirect (x)

**Primary Work Location:** Work is performed primarily outdoors.

**Certification:** Valid Florida "B" Commercial Driver's License (CDL) with Tanker Endorsement. Wastewater Collection Operator "C" Certification, NASSCO Certification for Pipeline Assessment preferred.

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**Job Summary:** Perform skilled work in the operation and maintenance of remote inspection equipment used in pipelines and perform specialized investigation in wastewater collection. May direct and oversee the work of an assigned crew.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform specialized investigation of sewer mains and provide narrative and written documentation of the findings during inspections.
- Work in conjunction with, and at times operate, high pressure jet rodding-vacuum equipment.
- Operate inspection equipment vehicle including driving to and from work sites.
- Activate and adjust equipment controls for optimal results.
- Prepare descriptions of each identified sewer defect and record all pertinent data including its exact location.
- Prepare analytical reports and make recommendations on sewer system rehabilitation projects.
- Perform traffic control through proper cone and sign set-up to protect equipment operators on site.
- Assist jet truck operator as needed in cleaning field work.
- Require record keeping and cataloging of CCTV reports and video tapes.
- Assist in installing and repairing sanitary sewer lines lift-stations pump stations and manholes.
- Operate jetvac truck in cleaning sewer mains and lift-stations
- Dig and refill ditches, loads dirt and construction materials using light to heavy motorized equipment.
- Locate underground utilities such as sewer lines water lines and buried man holes.
- Prepare field notes and activity reports.
- Assist in monitoring and operation of Flow Monitoring Program; identify suspected sources of inflow and infiltration of ground water into the sewer collector system.



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- Perform other job duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Operation and maintenance of CCTV inspection systems.
- Operation and operator maintenance of combination sewer cleaner vehicle.
- Equipment and techniques used to investigate and resolve sewer system failures.
- Supervisory techniques.
- City's functions, policies, and procedures.

##### **Skills**

- Written and oral communications for both administrative and technical purposes.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Plan, schedule, and direct personnel and equipment.
- Read working diagrams, sketches, and simple blueprints.
- Keep records and prepare reports.
- Work in and around moving vehicles and in all weather conditions.
- May encounter noise, dust, below ground level – depths to 26', poor lighting, confined space entry and may require use of self-contained breathing apparatus.

##### **Physical Demands**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.



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- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date