



TITLE: Utilities Field Inspector

JOB CODE: 1020

GRADE: 110

DIVISION: Utilities

REPORTS: Assistant Utilities Director or Designee

FLSA STATUS: Non-Exempt

CLASSIFICATION: Essential

CREATION DATE: September 10, 2024

REVISION DATE(S):

POSITION SUMMARY

Under the general supervision of the Assistant Utilities Director, performs technical engineering inspection work ensuring compliance with construction plans, specifications and design standards for the Utilities Department. Work involves inspections on construction projects from constructability design review through all phases of construction, from groundbreaking to project warranty punch and final project acceptance. Performs inspections of various projects such as sanitary sewer, water distribution systems, water and sewer pump locations, force mains, collections and reclaimed facilities. Performs specialized work monitoring customer compliance for the Utility Systems Fats, Oils & Grease Program (FOG) and Industrial Pretreatment Program (IPP).

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Manages the inspections of water and sewer mains for compliance with materials submittals, approved plans, design standards and specifications to include water and sewer laterals, grades, safety, equipment backfill and field revisions on assigned projects.*
- Inspects the installation of all water mains, sanitary sewer gravity mains, water and sewer laterals, sewage pump stations, sewer force mains, and various other associated appurtenances to ensure all work is completed in strict compliance with specifications and meets or exceeds District Standards.*
- Collects GIS attribute data related to water and sewer infrastructure using field data collectors and ensures data is populated in the District's GIS System in a timely and efficient manner. *

- Performs inspections on water meters, backflows, fire hydrants and fire flow lines.*
- Performs site inspections of industrial and commercial users of the District's water and wastewater system.*
- Assists in record keeping and tracks project progress while maintaining any field changes that have occurred.*
- Prepares daily, weekly, and monthly reports. Manages project documents including photos and retrieves and provides data upon request.*
- Assists with the F.O.G. (Fats, Oils, & Grease) Program.*
- Oversees the testing of backflow devices and assists with the Cross Connection Control Program.*
- Perform specialized investigation of sewer mains and provide narrative and written documentation of the findings during inspections.
- Prepare analytical reports and makes recommendations on sewer system rehabilitation projects
- Interfaces with the consulting engineers in matters concerning permitting and facilities expansion.
- Performs other tasks as assigned by the Assistant Utilities Director and assists other departments as necessary by directive from Utilities Director.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Requires an accredited high school diploma or GED equivalent.
- Associate degree with major course work in public administration, civil engineering, urban and regional planning, or a related field preferred.
- Minimum of 3 years of considerable experience in construction inspections or as a construction foreman.
- Must have working knowledge of the operations and functions of a water treatment plant, wastewater plant, water distribution systems, and sewer collection systems. Including any related experience in Fats, Oils and Grease program(s) and Cross Connection Control program(s) **OR** any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

Certifications, Licenses, Registrations:

- Must possess a Level III Water Distribution License issued by the Florida D.E.P.
- Must possess, or be able to acquire a Fats, Oils & Grease Management 1 (FOG-I) Certificate and Class C Industrial Pretreatment Certification OR an FWPCOA Class C Wastewater Collections Certificate within two (2) years of employment.
- Must possess or be able to acquire a State of Florida Backflow Certification within two (2) years of employment.
- Must possess a valid State of Florida driver's license.
- Requires completion within twenty-four months the FEMA Emergency Management Institute training courses as follows: IS-100.B Introduction to Incident Command System (ICS-100), IS700.A: National Incident Management System (NIMS) An Introduction and IS-200.B: ICS for Single Resources and Initial Action Incidents.

Knowledge, Skills, & Abilities:

- Comprehensive knowledge of the principles, practices, and equipment of Utility System operations.
- Advanced knowledge of the occupational hazards and safety precautions involved in Utility operations.
- Communicate effectively both orally and in writing with District staff, customers, contractors, other agencies, and the public.
- Ability to understand and interpret construction standards; read and interpret blueprints, plans, and specifications.
- Ability to establish and maintain effective working relationships with associates, contractors, consultants, and the public.
- Ability to prepare detailed reports and maintain records of inspections.
- Ability to read meters and charts accurately.
- Knowledge of the use and care of hand tools.
- Knowledge of GIS/GPS mapping systems.
- Knowledge of how to use computers and SCADA systems associated with Utility operations.

PHYSICAL DEMANDS

Must be physically able to operate a variety of office machinery and equipment including computers, calculators, facsimile machines, telephones, copiers, two-way radios, pagers, etc. Must be able to exert a

negligible amount of force constantly to move objects. Physical demand requirements are more than those for sedentary work. Light work usually requires walking or standing to a significant degree. Must be able to lift, carry, and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, sensitizers, poisons, gases, irritants, asphyxiants, moving mechanical parts, and pathogens.

DISCLAIMER

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.