

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION

INSPECTOR I/II

DEPARTMENT: Technical Services

SUPERVISOR: Technical Services Manager

POSITION DESCRIPTION

Two primary areas of inspection responsibilities: Source Control and Construction.

The responsibilities of **SOURCE CONTROL** inspections primarily involve inspection of residential, commercial and industrial sewer facilities for proper operation and maintenance of source control equipment; monitor Best Management Practices (BMP's), and enforce the District's rules, regulations and ordinances governing the District's source control program.

The responsibilities of **CONSTRUCTION** inspections primarily involve inspection of sewer infrastructure, both public and private, including related appurtenances; and enforce the District's improvement standards and ordinances governing public and private sewer development.

Inspectors are required to have sufficient knowledge and understanding of all aspects of District inspection policies, procedures and requirements and be capable of assisting with all inspection activities, as needed.

Inspectors, under general supervision, may also perform a variety of tasks in the maintenance and operation of the District sewer collection system.

DISTINGUISHING CHARACTERISTICS

Inspector I is the entry level in the series. The incumbent works under direct supervision to carry out a variety of assignments requiring application knowledge of inspection standards, requirements, policies and procedures; maintains accurate and complete records; demonstrates a willingness and ability to improve level of knowledge, performance and understanding of all aspects of job duties.

Inspector II is the journey level in the series. The incumbent works under general supervision and independently demonstrates knowledge and application of inspection standards, requirements, policies and procedures; maintains accurate and complete records, prepares reports, communicates clearly and concisely, both orally and in writing, is capable of establishing and maintaining cooperative working relationships with those contacted in the course of work; demonstrates leadership and ability to effectively coach/teach others.
NOTE: The level at which initial appointments are made to the class of Inspector and advancement from Level I to Level II are at the discretion of the General Manager, provided the minimum qualifications are met.

Level I incumbents are expected to demonstrate increased proficiency during this period. As assigned responsibilities and breadth of knowledge increase with increased experience, incumbents may reasonably expect to be promoted to the class of Inspector II.

REQUIRED EDUCATION/EXPERIENCE

Inspector Level I

Completion of high school or G.E.D. Three (3) years experience is required in the operation, maintenance, construction of sewer facilities. Knowledge of operation, maintenance, inspection, construction methods, safe work practices, terminology and function of source control equipment, appurtenances and associated materials used by the industry; Perform mathematical computations required in determining pipe/slope, pipe testing, basic volumes and surveyor stationing data.

Inspector Level II

In addition to the Education/Experience required of the Inspector Level 1 position; three (3) years experience in the inspection of sewer infrastructure and/or source control facilities; and successful completion, with grade of "C" or better, of English 1A (or approved equivalent) at the college level.

REQUIRED DEGREES/LICENSES

Valid California Driver License, and within six (6) months of date of hire obtain an appropriate Class B California Driver License. Possess minimum Grade II certification in Collection Systems as issued by C.W.E.A. Possession of Grade III is desirable.

Note: Failure to maintain the appropriate valid California Driver's License or C.W.E.A. certification constitutes cause for termination from the class in accordance with Civil Service Rule 11.4.

INSPECTOR I - PRIMARY RESPONSIBILITIES

Source Control

1. Enforces the District's Source Control Rules and Regulations and Ordinances.
2. Performs inspections of grease interceptors, sand/oil separators, grease traps and other source control equipment;
3. Monitors and enforces Best Management Practices (BMP's) for the control of Fats, Oils and Grease (FOG) and other illicit discharges into the District's sewer system.
4. Prepares reports, issues notification norms to business and residences and maintains written and electronic records on inspection activity as needed;

Construction

5. Enforces the District's standards and specifications, rules, regulations, and ordinances with contractors and plumbers;
6. Performs inspection of sewer infrastructure including interceptor lines, trunk lines, collector sewers, pump stations, sewer laterals, property line cleanouts, and building sewers for new residences and structures;
7. Prepares reports, issues Notification forms to contractors and developers and maintains written and electronic records on construction activity as needed;

General

8. Assists with the locating and marking of District facilities as required through the Underground Service Alert system; Utility Location
9. As a member of the sewer maintenance crew, performs the duties of a Maintenance Worker II associated with the installation, operation, maintenance and repair of the District sewer facilities;
10. Responds to customer service calls and emergency calls, and takes stand-by duty; and
11. Other duties as dictated by the needs of the District.

INSPECTOR II - PRIMARY RESPONSIBILITIES

1. Performs all of the duties of the Inspector I
2. Assists Construction Manager with scheduling of assignments and inspection activities;
3. Attends and may facilitate meetings with residents, business owners, contractors, developers as necessary; and
4. Prepares written correspondence, both internal and external, and communicates directly with residents, business owners, contractors, developers as necessary;
5. May act as Supervising Inspector by delegation of Construction Manager;

OTHER NECESSARY QUALIFICATIONS (Levels I & II)

1. Specific Physical Requirements to Perform Duties:

- a. Ability to drive and operate heavy construction equipment for long periods of time;
 - b. Ability to lift and carry 90 lb items such as bags of concrete; and,
 - c. Ability to work in confined spaces for long periods of time.
 - d. Ability to pull 110 lb. manhole covers open approximately three (3) times per day;
 - e. Ability to climb up and down ladders three to four times per day; and
 - f. Ability to drive a company vehicle off road in rough terrain approximately two (2) hours per day.
2. Ability to Successfully Pass Medical Examination Based On:
- a. Ability to safely perform required physical duties; and
 - b. Ability to safely perform required physical duties with "reasonable accommodation" that does not create a safety hazard for other employees or the public.
3. On-Call/Emergency Duties:

Must reside within 30 miles of District Corporation Yard and be able to respond and travel to Corporation Yard within 30 minutes of notice.

BACKGROUND CHECK (Levels I & II)

Applicants for positions are subject to a criminal history record check in accordance with SPMUD Personnel Policies.

PROBATIONARY PERIOD:

Inspector I --Six (6) months
Inspector II --Six (6) months