

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Lead Inspector	Department:	Technical Services
Department Head:	District Engineer	FLSA:	Non-Exempt
Probationary Period:	1 year	Revision Date:	07/1/2021

Position Overview:

Under direct supervision from the District Engineer, performs a variety of supervisory inspection related duties throughout the District. Lead Inspector is required to have knowledge and understanding of all aspects of District inspection policies, procedures and requirements and be capable of performing all inspection activities, and related duties as assigned. The Lead Inspector is also expected to provide immediate supervisory duties of the inspection group, including training, scheduling and subprofessional engineering support. The primary areas of inspection responsibilities are construction, capital projects, source control and subprofessional engineering support.

Construction inspections primarily involve inspection of sewer infrastructure, both public and private, including related appurtenances. Inspectors enforce the District’s improvement standards and ordinances governing public and private sewer development.

Capital projects include coordination between engineers, contractors, partner agencies and the public, submittal review, communication in various forms and other project management duties.

Source control inspections primarily involve inspection of residential, commercial, and industrial sewer facilities for proper operation and maintenance of source control devices. Responsibilities include enforcement of Best Management Practices (BMP’s), the District’s sewer code, rules, regulations, and ordinances governing the District’s Fats, Oils, and Grease (FOG) Control Program.

Subprofessional engineering support includes assisting with plan check (both land development, capital project and tenant improvements) as needed. Provide support with commercial processes and implementation of the District’s Standards and Specifications.

Education/Experience:

Any of the following combinations in the tables below meet the minimum qualifications for education and experience for this position.

Lead Inspector

Education		Experience	
A	Completion of high school / GED	and	Ten (10) years of experience inspecting underground utilities with subprofessional engineering experience in the sewer industry.

B	Associate Degree or higher from an accredited College or University, degree in Construction Management or Engineering is desired.	and	Five (5) years of experience inspecting underground utilities with subprofessional engineering experience in the sewer industry.
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Licenses and Certifications:

Position	Certification
Lead Inspector	(1) Valid California Class C Driver’s License. (2) CWEA Certification in Collection System Maintenance at the Grade III Level within a year. (3) Completion of English 1A (grade of C or better) is required within 12 months of appointment. English 1A requirement may be substituted by an equivalent course, as determined by the Department Head.

Knowledge and Abilities:

This is a supervisor position. It is distinguishable from the Inspector positions by level of responsibility, complexity of duties assigned, and independence of action taken. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Knowledge of:

1. Principles of planning, scheduling, coordinating, goal setting and completing assignments.
2. Principles of leadership, training, and supervision.
3. District Standard Specifications and Improvement Standards for Sanitary Sewers.
4. District policies and procedures.
5. Principles for the operation, maintenance, construction, inspection, and repair of sanitary sewer systems.
6. Safe work practices as defined by Cal-OSHA.
7. Sewer construction principles, practices, methods, techniques, and terminology.
8. Principles and practices of the effective FOG control programs, including the inspection of grease control devices and food service establishments.
9. Business letter writing formats and technical report preparation. English usage, spelling, punctuation, and grammar.
10. The State General Wastewater Discharge requirements (GWDR) and the District’s Sewer System Management Plan (SSMP).

11. Personnel evaluations and progress assignments.
12. District safety program and personnel policies.
13. The District's Mission, Vision and Core Values.

Ability to:

1. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
2. Organize, assign, and review and document the work of assigned Inspectors; coordinate with TSD's engineering group, other departments, agencies, and contractors related to the work.
3. Record daily activities and maintain work-related records; provide recommendations for budget planning; provide information to District Engineer for employee performance evaluations.
4. Follow direction, complete assignments, and hold accountable the personnel performing the work.
5. Create and maintain training programs for Inspectors.
6. Communicate effectively both orally and in writing internally, and to other public agencies, contractors, and the public.
7. Direct contractors regarding District requirements for sewer construction.
8. Respond to common inquires or complaints from customers, contractors, owners, and the public.
9. Maintain accurate and complete records of all work performed in writing and in software applications.
10. Prepare letters and notifications to contractors and establishments regarding compliance with District requirements.
11. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, computerized maintenance management software, and CCTV inspection software.
12. Attend and facilitate meetings with residents, business owners, contractors, and developers as necessary.
13. Perform mathematical computations required in determining pipe/slope, pipe testing, basic volumes, and surveyor stationing data.
14. Enforce the District's standards and specifications, sewer code, rules, regulations, and ordinances.

15. Read and interpret maps and engineering drawings.
16. Provide plan review and engineering support as needed.
17. Provide project management support for the District's capital projects, including, but not limited to, submittal review, and project management duties.
18. Perform 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.
19. Perform inspections of grease control devices, sand/oil separators, and food service establishments.
20. Monitor and enforce Best Management Practices (BMP's) for the control of Fats, Oils and Grease (FOG) and other illicit discharges into the District's sewer system.
21. Implement quality control measures to ensure records are accurate and complete.
22. Locate and mark District facilities as required through the Underground Service Alert system (utility location).

Physical Demands and Working Environment:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-103.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
 - a. Kneel and squat to review work.
 - b. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs. Perform simple and power grasping, pushing pulling, and fine manipulation.
- c. Ability to carry equipment for field work.
- d. Occasionally work on rough, uneven, and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.
- e. Climb up and down ramps and ladders.

- f. Ability to drive a company vehicle off road in rough terrain.
- g. Occasionally work in adverse weather conditions with reasonable accommodations.
- h. Work below ground in confined spaces.

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.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.