

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Inspector I/II	Department:	Technical Services
Department Head:	District Engineer	FLSA:	Non-Exempt
Probationary Period:	1 year	Revision Date:	02/01/2020

Position Overview:

Under direct supervision from the District Engineer, performs a variety of inspection related duties throughout the District. Inspectors are 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 two primary areas of inspection responsibilities are construction and source control.

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.

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.

Education/Experience:

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

Inspector Level I

Education	Experience
Completion of high school / GED	and Three (3) years in collection system maintenance (or related underground utility) or construction of underground utilities.

Inspector Level II

	Education	Experience
A	Completion of high school / GED	and Three (3) years of experience inspecting underground utilities.
B	Associate Degree or higher from an accredited College or University, degree in Construction	and Two (2) years of experience inspecting underground utilities.

	Management or Engineering is desired.
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Licenses and Certifications:

Position	Certification
Inspector I	<ul style="list-style-type: none"> (1) Valid California Class C Driver’s License. (2) California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade I Level within 12 months. (3) Completion of English 1A (grade of C or better) is required within 36 months of appointment. English 1A requirement may be substituted by an equivalent course, as determined by the Department Head.
Inspector II	<ul style="list-style-type: none"> (1) Valid California Class C Driver’s License. (2) CWEA Certification in Collection System Maintenance at the Grade I Level. (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:

Level I - Entry level class within the Inspector Job Series. Employees at this level work under direct supervision while carrying out a variety of assignments, progressing to general supervision as procedures and processes of assigned area of responsibility are learned and competency is demonstrated. Employees at this level are expected to demonstrate a willingness to improve and an increased proficiency.

Level II - Journey level class within the Inspector Job Series. Employees at this level work under general supervision, perform a full range of duties independently, and receive only occasional instruction or assistance as new or unusual situations arise. They prepare internal and external written correspondence. Employees at this level demonstrate leadership and an ability to effectively mentor/teach other employees.

Knowledge of:

1. District Standard Specifications and Improvement Standards for Sanitary Sewers.
2. District policies and procedures.
3. Principles for the operation, maintenance, construction, inspection and repair of sanitary sewer systems.
4. Safe work practices as defined by Cal-OSHA.
5. Sewer construction principles, practices, methods, techniques, and terminology.

6. Principles for the operation, maintenance, construction, inspection and repair of sanitary sewer systems.
7. Principles and practices of the effective FOG control programs, including the inspection of grease control devices and food service establishments.
8. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
9. The District's Mission, Vision and Core Values.

Ability to:

1. Communicate effectively both orally and in writing internally, and to other public agencies, contractors, and the public.
2. Direct contractors regarding District requirements for sewer construction.
3. Respond to common inquires or complaints from customers, contractors, owners, and the public.
4. Maintain accurate and complete records of all work performed in writing and in software applications.
5. Prepare letters and notifications to contractors and establishments regarding compliance with District requirements.
6. 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.
7. Attend and facilitate meetings with residents, business owners, contractors, and developers as necessary.
8. Perform mathematical computations required in determining pipe/slope, pipe testing, basic volumes and surveyor stationing data.
9. Enforce the District's standards and specifications, sewer code, rules, regulations, and ordinances.
10. Read and interpret maps and engineering drawings.
11. 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.
12. Perform inspections of grease control devices, sand/oil separators, and food service establishments.
13. 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.

14. Implement quality control measures to ensure records are accurate and complete.
15. 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 stationary 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.