

Council Member \_\_\_\_\_ introduced the following Resolution, which was seconded by Council Member \_\_\_\_\_.



**RESOLUTION 092523-E**

**SUMMARY: A RESOLUTION TO ADD A REGULAR FULL-TIME SEWER INSPECTOR POSITION IN THE ENVIRONMENTAL SERVICES DEPARTMENT**

**WHEREAS**, pursuant to the Civil Service Act for the City of Alabaster, Alabama the City Council must adopt any modifications to job classifications and pay grade assignments, and;

**WHEREAS**, the City Council finds that one (1) additional Full Time Sewer Inspector will improve collection operations within the Environmental Services Department, and;

**WHEREAS**, the Council finds it advantageous to add a full-time Full Time Sewer Inspector position (Grade 16).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Alabaster, Alabama that a regular Full Time Sewer Inspector position (Grade 16) be added to the number of budgeted positions within the Environmental Services Department.

|                 | Y / N |                 | Y / N |
|-----------------|-------|-----------------|-------|
| Sophie Martin   | _____ | Jamie Cole      | _____ |
| Rick Ellis      | _____ | Zach Zahariadis | _____ |
| Stacy Rakestraw | _____ | Kerri Pate      | _____ |
| Greg Farrell    | _____ |                 |       |

**ADOPTED AND APPROVED THIS 25TH DAY OF SEPTEMBER 2023**

ATTEST

CITY OF ALABASTER

\_\_\_\_\_  
J. Mark Frey, City Clerk

\_\_\_\_\_  
Sophie Martin, Council President

APPROVED

\_\_\_\_\_  
Scott Brakefield, Mayor



Resolution: 092523-E

**Job Title:** Sewer Inspector

**Department/Division:** Environmental Services (Collections)

**Reports To:** Construction & Operations Supervisor or Development and Maintenance Supervisor

**Direct Reports:** None

**Salary Class/Salary Grade:** Classified/Grade 16

**Employment Status/FLSA:** Full-time Regular/Non-exempt

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**GENERAL DESCRIPTION:**

The purpose of this position is to inspect new developments, sewer capital projects and private developments to ensure they meet the standards and specifications of the environmental services department and the city of Alabaster. This position will also assist with the operation and maintenance of pump stations and sewer mains to ensure uninterrupted flow of sanitary sewer influent to the Wastewater Treatment Plant for processing.

**ESSENTIAL JOB DUTIES:**

1. Inspect sewer taps and lines for new developments, capital projects and private developments.
2. Ensure all standards and specifications of the environmental services department and the city of alabaster are being met.
3. Marking locations for 811 requests.
4. Assist in upgrading and mapping of the environmental services / Alabaster GIS system.
5. Assist with jetting and cleaning sewer lines.
6. Perform television inspection of sewer lines.
7. Perform manhole and sewer line pressure testing as required by the environmental services standards and specifications.
8. Perform preventative and corrective maintenance/repairs on pump station, sewer mains, and manholes.
9. Perform drain and sewer camera inspections; routinely inspect pump stations throughout the City; log results and maintain accurate records.
10. Responds to citizen requests involving sewer problems.
11. Operates equipment and utilizes a variety of hand and power tools; performs routine maintenance and repairs on equipment; identifies equipment maintenance needs.
12. Assist with regular monitoring of systems through reading gauges, graphs, meters and control panels.
13. Obtain estimates on materials and maintenance needs; make purchases as required.
14. Assist with maintaining City facilities including minor building/fencing repairs and mowing as required.
15. Attend and participate in safety meetings; abide by safety protocols and help maintain a safe working environment for self and others.
16. Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job

duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of City and Departmental policies, rules, and procedures
- Knowledge of basic principles of plumbing, electrical and mechanical design, and construction
- Knowledge of erosion control methods
- Skill in the operation, maintenance, and repair of a wide variety of equipment
- Ability to work on a team
- Ability to prepare reports
- Ability to read and interpret meters and gauges
- Ability to read and interpret blueprints
- Ability to act quickly and make competent decisions
- Ability to operate and maintain a full range of equipment used in wastewater operations
- Ability to perform manual labor outdoors for extended periods under various weather conditions
- Must be able to be able to work nights and weekends on occasion when subject to call-out.

**MINIMUM QUALIFICATIONS:**

High School Diploma and experience in equipment operation required; or any equivalent combination of education and experience. Must possess a valid State driver's license.

Must obtain a valid Alabama Wastewater Treatment Plant Operator Grade I or Grade IC

Must obtain a CDL class B license

**ESSENTIAL PHYSICAL REQUIREMENTS:**

**The physical activities required for this position involve:**

Frequent standing, walking, using hands to operate tools or controls, reaching with hands and arms, talking and hearing; occasional sitting, climbing or balancing, stooping, kneeling, crouching, and crawling.

**This position requires lifting:**

Up to 50 pounds frequently; up to 100 pounds occasionally.

**This position has the following special vision requirements:**

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL WORKING CONDITIONS:**

**The following physical conditions and hazards may be encountered while working in this position:**

Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, infectious diseases, risk of electric shock and vibration, confined spaces, and loud noise.