

City of Lake City, FL

Classification Description

Classification Title: WATER & WASTEWATER INSPECTOR
Department: DISTRIBUTION & COLLECTIONS

Pay Grade: 12
FLSA Status: Non-Exempt

General Description

This position performs skilled work related to the City's potable water, reclaimed water distribution, collection systems. Work is performed under the general direction of a D&C Superintendent.

Nature of Work

Essential Functions:

- Responsible for making safety, performance, and job quality the primary focus of all employees under their supervision.
- Coordinate safe movement of personnel, equipment, and products to and from job sites.
- Monitoring projects/construction progress and conducting on-site inspections, including final inspections.
- Assuring compliance with standard specifications, regulations, and appropriate construction techniques.
- Preparing and maintaining project/construction reports, activity reports, and logs.
- Providing solutions to ensure compliance with required standards, specifications, and codes.
- Participating in pre-construction and construction progress meetings and authorizing appropriate changes to designs or construction.
- Coordinating water main shut downs, air and vacuum tests, and bypass pumping.
- Available after hours, including weekends and holidays, to coordinate with contractors on projects.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses or repairs heavy or complex machinery, construction equipment. Supervises employees using or repairing heavy or complex machinery. Uses small office equipment, such as copy machines, and computers.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time;

demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the D.E.P. regulations for the operation, maintenance, and repair of distribution and collection systems and respective components;
- Knowledge of methods, materials, equipment, and techniques used for the maintenance of existing distribution and collection systems as well as future extensions for compliance with D.E.P.;
- Skill in the use of, operation of, and assist in training of all standard mechanical tools/power tools/heavy equipment (i.e. street saw, tapping machines, locators, ditch witch, back-hoes, excavators etc.); and
- Ability to establish and maintain satisfactory relationships with the general public.

Minimum Qualifications: *High school graduation or possession of an acceptable equivalency diploma. ten (10) years' experience in the installation, maintenance, and repair distribution and collections systems. Must possess a valid Florida Class "A" Commercial Driver's License. Must possess a Water Distribution Level One License. Must possess a Class "C" Wastewater Collections Certification. Must possess MOT certification. Must possess a Backflow Certification.*

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth perception
- Distinguish colors
- Driving
- Climbing, Walking, Standing, Bending
- Tasting, Smelling

Environmental Conditions:

- Works inside/outside in various weather conditions such as but not limited to: noise, chemicals, dust, fumes, gases, solvents, grease or oils, slippery surfaces, uneven surfaces, electrical energy, and odors
- Works in roadways where vehicle traffic hazards exist and often utilities are placed
- May be subject to after hours call out requiring technical decisions without supervision
- Because of the presence of congruent utilities (i.e. sewer) the exposure to raw sewage is possible, a series of Hepatitis shots must be completed
- In dampened areas Cathodic conditions may also be present
- Works below ground level where trench boxes may be required / Confined spaces

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Signature

Date

Print Name