



JOB DESCRIPTION

JOB TITLE **Utility Inspector**

DEPARTMENT UTILITY DEPARTMENT, WATER/WASTEWATER DIVISION

PAY CLASSIFICATION **T3-4**

GENERAL PURPOSE Under general supervision, performs technical work inspecting utilities construction projects to ensure compliance with applicable standards, federal, state and local regulations. Work includes inspecting projects involving Utility Department buildings, facilities and infrastructure to ensure that materials, methods and sizing meet local and state codes and established project specifications. Employee is responsible for reviewing project plans and specifications, inspecting and monitoring ongoing construction of utilities projects, customer's onsite water and wastewater facilities, and advising changes to plans to achieve compliance and/or recommending issuance of stop-work orders, as necessary. Work requires the employee to confer with city officials, engineers, architects, contractors, utility customers and to maintain records of individual projects' status and inspections performed.

DIRECT REPORT Works under the general supervision of the Utility director

ESSENTIAL JOB FUNCTIONS

- Inspects utilities construction projects so as to enforce state and City ordinances governing minimum standards and requirements of new construction, alterations, and repairs. Inspects utility work within the City's Utility Service Area.
- Examines construction methods and materials used, to ensure compliance with City planning and development policy and established project plans and specifications.
- Confers with contractors, architects, engineers, utilities officials and others, as necessary, regarding inspection requests, construction codes, building plans, etc.
- Recommends issuance of stop-work orders on construction jobsites in cases where non-compliance problems are not resolved.
- Prepares written reports and records of identified deficiencies and maintains various records and reports pertaining to the status of ongoing construction projects.

- Attends project construction meetings as needed. On a regular basis keeps electronic inspection logs, photos, plan changes, etc. to track project progress.
- Responsible for documentation and records management and preparing documentation for submission to customer service for additional services or fees to the customers' accounts.

NON ESSENTIAL JOB FUNCTIONS

- All other tasks as requested

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities

- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Working knowledge of a water and/or wastewater system including services, meters, valves, hydrants, pumps, and piping with the ability to perform repairs as necessary.
- Ability to investigate a variety of situations regarding system operations, meter issues and customer complaints.
- Ability to use a hand-held computer.
- Ability to work overtime and be on call.

EDUCATION/EXPERIENCE

- High school diploma or GED equivalent,
- One (1) year of experience in a water and/or wastewater utility or any equivalent combination of education and experience as deemed acceptable.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Must possess a valid State of Florida Driver's License or ability to obtain within 30 days of hire.
- Must possess a State of Florida Distribution System Operator License – Class III
- Must possess or have the ability to obtain a Wastewater Collections "C" certificate and a Reuse Distribution "C" certificate. In lieu of the two certificates, a Wastewater Operator "C" license can be used.

EQUIPMENT/TOOL KNOWLEDGE

Working knowledge and skills needed in the daily operation and/or testing of water/wastewater tools and equipment which may consist of detection devices, generators, pumps, motors, gauges, hand and power tools, communication devices, computers and misc. office equipment.

PHYSICAL REQUIREMENTS

Position may require physical effort and lifting and/or moving up to 40lbs. Visual acuity (with or without correction), color and depth perception, manual dexterity, sufficient hearing (with or without correction), frequent sitting, standing, or walking for long periods, occasional stooping, kneeling, crouching, or crawling. The physical demands described here are representative of those needed to successfully perform the essential functions of this position.

This position may require working near electrical/moving mechanical components, moderate to high noise levels, wet/humid conditions, high/low places, toxic chemicals, dust and vibration.

The physical requirements and work environment described here may not be a complete representation of what an employee may encounter.

The City of Wildwood, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Wildwood, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job. This job description does not create an employment contract.

Employee Signature: _____ Date: _____

HR Signature: _____ Date: _____

August 8, 2016