



## Utility Operations Compliance Inspector

### DEFINITION:

Under general supervision, assists with performance of building plan application review and inspection of construction of commercial, and residential water and wastewater facilities to ensure compliance with District Ordinances and applicable regulations and codes. Oversees field responsibilities of the Fats, Oil and Grease (FOG) Program and the District's sewer lateral testing program. Performs underground utility location work for USA (Underground Service Alert) and other public works projects and programs. Performs a variety of semi-skilled and/or skilled tasks in maintenance, operation, repair, replacement, construction, and system(s) improvements work on District wastewater and potable water systems as a Utility Operations Maintenance Worker II.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff. Exercises technical and functional direction within assigned areas.

### CLASS CHARACTERISTICS:

This is the fully qualified journey-level classification. Positions at this level perform the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures of the work unit. This position flexes between the duties of Compliance Inspector and Utility Operations Maintenance Worker II based on need and workload requirements and seasonal demands.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.*

- Provides oversight and inspection for commercial and residential utility projects to ensure compliance with District Ordinances, applicable Regulations and Codes, and construction specifications and design plans
- Assists Engineering with plan review on all new construction, remodels and demolitions of commercial and residential properties for Placer County building permit submittals for conformance to District Ordinances and applicable codes and regulations.
- Inspects sewer laterals installations, repairs, and testing from the building to the sewer main for compliance with District Ordinances.
- Inspects water service installations, repairs, and testing from the building to the water main for compliance with District Ordinances.
- Performs USA (Underground Service Alert) locations for District facilities. Uses underground location equipment to identify the locations of underground sewer, water, and stormwater facilities.
- Oversees field responsibilities of the District's FOG Control program by assisting in plan review, performing inspections, record keeping, permit issuance and enforcement of the waste pretreatment program.

- Ensure that customer grease and sand/oil interceptors are regularly maintained and properly cleaned. This includes measuring grease and solids and witnessing interceptor pumping and documenting activities.
- Inspect private development sewer pump stations for compliance with District Ordinances.
- Respond to inquiries from District staff, developers, contractors, architects, and the general public regarding District regulations related to installation, repairs and testing of water and sewer lines and grease interceptors.
- Effectively coordinates inspection schedules with Staff and utilizes software scheduling programs.
- Issue correction notices, document deficiencies and perform follow-up that results in compliance with District Ordinances permit conditions and applicable regulations and codes.
- Collects field data for documenting as-builts of water and sewer line construction.
- Utilizes measuring rods, tapes, survey instruments, calculators, metering devices, test equipment, etc., to determine distance, location, dimension, depth, grade and calculate volumes.
- Follows safety regulations and procedures.
- Organizes and maintains assigned water, sewer and property information records and reports.
- Performs diverse duties in servicing water supply and distribution systems and wastewater collection systems; maintains, inspects, repairs, and operates distribution and collection systems.
- Performs required labor involved in construction and maintenance of projects as part of a crew or as an individual; including pavement cutting, ditch digging, trenching, repairing or installing pipe, water and sewer taps and back filling.
- Hydro clean and CCTV sewer mains and services.
- Installs, maintains, inspects, removes, and/or repairs: pipe, valves, fire hydrants, connections, manholes, service lines, clean-outs, vaults, etc.
- Assists in shutting off and turning on of water services.
- Prepares, updates, and maintains records, files, reports, work orders relating to inspections and maintenance including daily work order tracking logs.
- Assists with training of seasonal workers assigned to job sites.
- Responds, investigates, troubleshoots, and/or repairs found issues and/or public complaints as applicable.
- Required to drive and operate trucks and equipment of various sizes and weights in the loading, hauling, and unloading of equipment and construction materials.
- Required to drive and operate a hydro flushing / excavating truck.
- Ensures the proper use, inspection and preventive maintenance of equipment and tools prior to and after use by cleaning and checking equipment and tools, reports defects or needed repairs to supervisor
- Is expected to work standby duty on a rotational basis.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

**EDUCATION AND EXPERIENCE:**

Equivalent to completion of the twelfth (12<sup>th</sup>) grade. Three (3) years of increasingly responsible experience in inspection, construction, repair, and operation and maintenance of water and sewer systems, or currently working as a District Utility Operations Maintenance Worker II with demonstrated ability and knowledge.

**KNOWLEDGE OF:**

- Operations and services of a potable water distribution and wastewater collection agency.

- Principles and practices of system inspection.
- Principles of preventive maintenance.
- Methods and techniques of troubleshoot water distribution and wastewater collection systems issues.
- Equipment, methods, procedures, and materials used in the construction, installation, repair, maintenance, and/or cleaning of wastewater and water mains, lines, water meters, and related facilities; pipefitting and cement work.
- Properties of backfill materials, construction materials, concrete, and a variety of other materials used in maintenance work.
- Principles of cross-connection control (backflow prevention).
- Basic mathematics and mathematics related chlorine dosing and hydraulics.
- Operational characteristics of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.
- Pertinent federal, state, and local laws, codes and safety regulations. Including the California Plumbing Code, Placer County Building Permit regulations, and District regulations.
- District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**ABILITY TO:**

- Communicate with contractors, homeowners and business owners while enforcing District Ordinances.
- Read and understand building permit applications, construction drawings, plan sets, and technical specifications associated with residential and commercial development.
- Perform semi-skilled to skilled maintenance, construction, and repair work in support of the District's water and wastewater systems.
- Operate and maintain a diverse range of water distribution and wastewater collection systems, components, and devices.
- Inspect, troubleshoot, and diagnose system issues and malfunctions.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

**LICENSES AND CERTIFICATIONS:**

Required

- Possession of a valid Class B or higher Commercial Driver License with a Manual Transmission and Tanker endorsement; acceptable driving record to the District and District's insurance carrier at the time of appointment and throughout employment.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

Desirable

- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- Possession of a CWEA Collection System Operator Grade 1 (C1) certification desirable
- Possession of a CWEA Collection System Operator Grade 2 (C2) Certification desirable.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles such as crane trucks and back hoes; light and heavy-duty tools and equipment such as and jackhammers; hand and power tools such as saws and sledgehammers, ladders, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently in excess of 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

Requires the ability to get and maintain an airtight seal with Self-Contained Breathing Apparatus for confined space entry.

**ENVIRONMENTAL CONDITIONS:**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.