

## Middletown, CT Job Description

<b>Classification Title</b>	Utility Inspector
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to inspect all water and sanitary sewer mains and laterals for compliance with approved plans and specification and City standard requirements, ~~and to mark out utilities for the Call Before You Dig (CBYD) hotline. The work is performed under the direction of the Chief Engineer.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Inspects new connection to City sewer system. Ensures work is done according to City specifications. Takes measurements to prepare as-built drawing.
- ~~and enforces department requirements on all public and private sanitary sewer mains and privately owned sanitary sewer laterals; inspects public and private water lateral hook-ups as needed including availability during emergency situations.~~
- ~~Provides technical advice and assistance on proper materials and installation procedures on all mains and connections, including verification of installed quantities for payment and generating punch lists for final approval.~~Inspects new construction and existing dwellings for sewer connections and repairs. Witnesses the acceptance testing of sanitary sewer infrastructure. Inspects installation of new sewer mains and manholes.
- Locates and marks out water and sewer main and lateral utilities for the call before you dig hotline. Finds correct mapping and cards for streets and addresses.
- ~~Locates buried manholes and water gate valves for City and Department of Transportation paving projects.~~Inspects installation of automatic grease removal units in food establishments. Conducts periodic follow up inspections. Checks records to ensure a licensed renderer removes grease.
- ~~Locates easement for water and sewer crews for maintenance purposes.~~Provides assistance to residents that experience sewer backup issues. Communicates with

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contractors to ensure proper material is used in repair. Works with video inspection to locate blockages or damages to sewer system.

- ~~• Attends pre-construction meetings and represents the department on City, Department of Transportation or private construction projects.~~
- ~~• Assists in level survey and office engineering work including plan review.~~
- ~~• Maintains field book notes on all work.~~
- ~~• Drafts and updates sewer connection card file system.~~
- ~~• Observes tests on all new water and sewer mains and laterals.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

High school diploma or equivalent ~~and at least with vocational/technical training and~~ five years of construction administration and inspection experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

#### Other

- ~~• Position requires a National Institute of Certification in Engineering Technologies (NICET) I Certification. Underground Utilities Construction Level II or above or if a current City of Middletown employee the ability to obtain such certification in one year, and the possession of a valid Connecticut driver's license.~~

### PREFERRED QUALIFICATIONS

Nicet II Certification

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the a~~Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. ~~Requires discretion in~~

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~~determining and referencing such to established standards to recognize interactive effects and relationships.~~

- ~~Requires the a~~Ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as reports, requests, drawings, connection cards, policies, procedures, guidelines and non-routine correspondence.
- ~~Requires the a~~Ability to maintain accurate records, as-built drawings, field books and various reports.
- ~~Requires the ability to communicate orally and in writing with the Chief Engineer and all division personnel, other City departments, construction Superintendent and the public.~~Ability to take accurate measurements
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; ~~may require the a~~Ability to perform mathematical operations with fractions, geometry and algebra.
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position

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- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, survey equipment, hand tools, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~Ability to work under conditions that require exposure to environmental factors. This exposure may cause some discomfort and presents a risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

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

<b>Date created:</b>	03/17/15
<b>Dates revised</b>	