

BYRON-GAINES UTILITY AUTHORITY

UTILITY INSPECTOR

Summary

This position requires the employee to perform inspections of sanitary sewer collection and water distribution system components, administer certain programs relating to these systems and assist in the overall operation and maintenance services provided by the Authority.

Scheduling of work and Supervision Received

The employee receives normal assignments from the Operations Supervisor or Office Administrator and special assignments from the Manager who is consulted on work problems and policy questions. This employee plans and carries out on-going duties with considerable independence according to established procedures and practices. Work is usually checked through periodic inspections and review of reports by the Operations Supervisor and Authority Manager.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following. However, these examples do not include all of the tasks which the employee may be expected to perform.

- a. Inspect tapping of water mains and installation of water services from the public main to the building.
- b. Inspect connections to sanitary sewer mains and installation of sanitary sewer laterals from the public main to the building.
- c. Ensure required permits are obtained by contractors/plumbers for all inspections, drawings of all taps and installations are documented, and appropriate records are kept.
- d. Assist in all aspects of the water distribution system Cross Connection Program, including inspections, testing, documentation and record keeping.
- e. Assist in some aspects of the Grease, Oil and Sand Interceptor Program, including inspections, documentation and record keeping.
- f. Assist the City of Wyoming and City of Grand Rapids with the Inter-jurisdictional Pretreatment Agreements for the sanitary sewer system as needed or required.

- g. May participate in future Stand by Duty program for after hour, weekend and holiday emergency response.
- h. Participate in various water and sewer utility tasks.
- i. Perform other duties related to the Authority's operations as directed by the Operations Supervisor and Manager.

Desirable Qualifications for Employment

An employee in this position, upon employment, should have the equivalent of the following knowledge, training and experience:

Knowledge, training, or experience in approved practices and methods utilized in the installation of sanitary sewer and water laterals including taping and connection to existing sewer and water mains.

Knowledge of plumbing codes, the State Safe Drinking Water Act, AWWA Standards and other references to ensure approved methods and materials are used by contractors/plumbers when inspections are performed.

Ability to read, interpret and apply the information provided on maps, drawings, engineering prints, and in standard construction specifications and other reference materials used to perform the duties of the position.

Knowledge of health regulations, standard safety procedures and precautions required to protect the public, on-site workers and employees.

Ability to recognize and analyze situations and determine appropriate courses of action to resolve those situations.

Have efficient communication skills with the ability to establish and maintain effective working relationships with fellow employees, contractors, professionals, customers and the general public.

Ability to perform and complete work assignments with minimal supervision.

Education, Experience and Special Requirements

A high school diploma or the equivalent. (GED)

A valid Michigan motor vehicle operator's license.

A current Michigan master or journey plumbing license, or a Michigan plumbing inspectors license.

Must acquire, within a reasonable time, a Michigan Plumbing inspectors and plan reviewer license, and/or maintain the appropriate state licenses and/or certifications necessary to perform the requirements of the position.

Proficient experience with Computers, tablets and multiple other sources of technology including Microsoft Office programs such as Excel, Word, Outlook, PowerPoint, Access, etc.

The following shall be obtained within a reasonable time: ASSE Backflow Tester Certification

Tools and Equipment Used

Pickup truck, utility trailer, miscellaneous hand or power tools ; or various tools and equipment used in the operation and maintenance of the sewer and water systems and inspection of their components.

Physical Demands

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or walk.

The employee may occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environments 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.

While performing the duties of this job, the employee will be required to work outside in all types of weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is also occasionally exposed to electrical shock. The employee may also be called into work on an irregular basis as emergencies arise or may be required to work an alternate shift. The noise level in this environment may be loud at times.

Selection Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.