

CLASS TITLE: SEWER OPERATIONS AND MAINTENANCE (SOM) CONTRACT INSPECTOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for inspection and project management of the City's sewer system, including maintenance, rehabilitation, and right-of-way clearing contracts, ensuring work performed by contractors is in accordance with contractual engineering specifications and local, state, and federal regulations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs inspection and project management related duties for contracted work crews, including scheduling and approving work, documenting issues, and utilizing various systems and equipment to locate manholes, storm sewer lines, and water lines
- Reviews and processes contractor video inspection, repair and maintenance paperwork daily to ensure work meets contract specifications; updates asset management systems.
- Conducts inspections of contractor jobsites and equipment to ensure compliance with City specifications and local, state, and federal regulations
- Audits contracts monthly to verify contractual bid items for payment and participates in contract pre-work, pre-bid and progress meetings.
- Investigates and resolves complaints with property owners and businesses regarding contractors with the highest level of professionalism and customer service
- Prepares and submits updates and corrections for the Geographic Information Systems (GIS) system
- Researches maintenance records and provides maps and reports to contractors, identifying priorities for work and known problems with the system and providing input for changes to contract specifications
- Plans and coordinates emergency repair activities through procurement of materials and supplies needed by contractors to perform repairs and ensuring delivery of the supplies to the jobsite
- Investigates potential jobsites for inclusion in future sewer rehabilitation projects
- Utilizes video inspection systems to perform manhole assessment to evaluate conditions for defects, identify problems in lines near the manhole, and to perform quality control checks of the work performed by contractors
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Education Development Certificate (GED) and five (5) years of experience in utility construction, maintenance or repair; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one-step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one-step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Proficiency Increases:

1st Proficiency Employee will be eligible for a one-step increase upon successful completion of:

- Six (6) months in current position, and
- Receives a "Proficient " rating on most current performance evaluation, and
- PACP and MACP and LACP Certification, and
- GIS Assessment and Lucity Assessment, and
- Trenching and Shoring and Confined Space Entry Training, and
- Traffic Control, and
- PHASE 1 Safety Training, and
- Customer Service Training or Conflict Resolution

2nd Proficiency Employee will be eligible for a one-step increase upon successful completion of:

- Nine (9) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and
- Class "D" ODEQ License, and
- APWA Construction Inspection 201: Project Management or Water and Sewer Leadership Training or equivalent as approved by management, and
- Forklift Certification and Front-end Loader Training, and
- Customer Service Training or Conflict Resolution

3rd Proficiency Employee will be eligible for a one-step increase upon successful completion of:

- Twelve (12) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and
- APWA Construction Inspection 201: Project Management or Water and Sewer Leadership Training or equivalent as approved by management, and
- McElroy Pipe Bursting Good Practice from McElroy University or equivalent as approved by management, and
- Class B Commercial Driver's License

4th Proficiency Employee will be eligible for a one-step increase upon successful completion of:

- Eighteen (18) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and
- Dewatering and Clay Pipe Certification, and
- OSHA 30 safety training class, and
- Class "C" DEQ License

Knowledge, Abilities and Skills: Good knowledge regarding the reading and interpretation of engineering blueprints, contracts and contract specifications, engineering standard specifications and plans of moderate complexity related to construction, maintenance, and the rehabilitation of lines and structures; working knowledge of public works construction principles, maintenance techniques, and utility rehabilitation methods and materials; knowledge of Occupational Health and Safety Administration (OSHA) standards regarding excavation safety, confined space entry, and working safely around heavy equipment; knowledge of the Oklahoma Department of Environmental Quality (ODEQ) regulations regarding sewer systems and overflows. Ability to effectively and efficiently organize and manage a project; ability to create reports and spreadsheets; ability to research databases and utilize the GIS mapping system; ability to analyze situations; ability to prioritize needs and identify methods to achieve positive outcomes; ability to motivate and influence the public in order to achieve the objectives needed for the task or job. Demonstrated skill in both verbal and written communications; skill in understanding and explaining construction objective or maintenance processes to citizens.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently; may be subject to walking, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling and twisting; and vision, speech and hearing to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License; and possession of a Class "D" Wastewater License as issued by the Oklahoma Department of Environmental Quality (ODEQ) within nine (9) months from date of hire.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; and requires travel to various locations for inspections.

Class Code: 3552

EEO Code: N-07

Pay Code: OT-18

Group: Engineering, Planning, and Technical

Series: Inspection

Effective Date: June 9, 2021