

CLASS TITLE: SANITARY SEWER INSPECTOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs inspections, investigations, and works collaboratively with residents and businesses to secure compliance regarding private sanitary sewer defects to prevent infiltration of the City's sanitary sewer system, and other related assigned duties.

ESSENTIAL TASKS:

- Investigates and responds to complaints regarding sanitary sewer over flows
- Conducts annual inspections of previous issues related to sanitary sewer defects to ensure compliance
- Documents compliance cases and ensures documentation is detailed and accurate
- Enforces local, state, and federal law through legal notifications and abatement, if necessary
- Counsels' businesses, business owners, and interested parties regarding compliance with local, state, and federal laws
- Investigates and responds to reports of private sanitary sewer defects received through the City's Smoke Test program
- Acts as an intermediary to resolve disputes between violators, contractors, and City departments during the abatement process
- Acts as a liaison between citizens, citizen groups, contractors, interested parties, and City departments to resolve disputes
- 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: Completion of sixty (60) hours from accredited college or university and three (3) years of progressively responsible experience in a field relevant to the essential tasks listed in this job description; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of plumbing and sanitary sewer line construction and materials, good knowledge of applicable local, state, and federal laws relating to sanitary sewer and codes. Ability to speak clearly and to present ideas and information accurately and effectively to individuals and to groups; ability to make decisions and understand precedents and practices; ability to engage with people and to influence their behavior in order to achieve work objectives, cause positive actions, and to create understanding; ability to evaluate environmental conditions; ability to create and understand detailed notes, reports, and photographs for investigative purposes; ability to evaluate environmental conditions. Good computer skills to document investigative information; good interpersonal skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to extended periods of walking; standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License; obtain a Class "D" Wastewater License within nine (9) months of date of hire; successfully complete forty (40) hour HAZWOPER Certification within nine (9) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; requires some traveling to various locations for inspections; and may be exposed to unsafe buildings, sickness, insects, rodents, raw sewage, noxious plants, and animal bites.

Class Code: 3580

EEO Code: N-07

Pay Code: OT-18

Group: Engineering, Planning, and Technical

Series: Inspection

Effective date: December 15, 2021