

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Utility Compliance Specialist	<u>CLASS NUMBER:</u> 50005.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Sanitary Engineering	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 090210
<u>POSITION LOCATION:</u> 280 E. Broad St., 2 nd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Utility Compliance Supervisor (090230)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Utility Compliance Specialist classification is to perform contracts and grants administration. Ensure contractors are complying within the terms of agreements. Complete inspections and documentation of water and sewer service connections and repairs. Coordinate the recordkeeping on the water and sewer permit program.

JOB DUTIES:

Provide complex administrative staff support. Responsible for ensuring vendor’s compliance with requirements of awarded contracts, such as deliverables, timeline, and materials used. Coordinate documentation of contract expenditures between fiscal and engineering unit. Assist with the implementation of contracts. Coordinate projects with both the engineering and fiscal units within the department, and may include coordinating with other county agencies, non-profit organizations, and various state and federal agencies.

Coordinate with department engineering staff to inspect project site for contract compliance. Provide written documentation of compliance resolves deficiencies and other issues. Complete inspections and documentation of water and sewer service connections and repairs, main line water and sewer service connections and repairs, main line water and sewer installation projects, and pump station and treatment plant installation or upgrade projects. May also assist in inspections and documentation of backflow prevention device determinations, installations and device testing requirements of the Backflow Prevention/Cross Connection program. Review and evaluate main sewer line documents and videos.

Coordinate recordkeeping reporting of Water and Sewer Permit program. Ensure compliance with water and sewer programs, policies and regulations development and updates. Submit reports and logs, as required. Complete work assignments in a timely manner pursuant established procedures. Assist in the preparation of required compliance reports for submission to grant awarding authorities. Responsible to, monitor and, where necessary, audit grant and contract expenses.

Maintain excellent customer service relations. Discuss customer relations problems with supervisor. Discuss job priorities, requirements, progress and problems with supervisor. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; safety practices; public relations; human relations; agency policy and procedures; government structure and process; engineering. Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; deal with many variables and determine specific action; read and record figures accurately; comprehend and record figures accurately; recognize safety warnings; comprehend simple sentences with common vocabulary; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; cooperate with coworkers on group projects; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Two (2) year technical degree, or four (4) year Construction or Engineering degree. Two (2) years of utility service experience. High proficiency with MS Office programs, typing, and computer environments.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date