

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

CLASSIFICATION TITLE: Utility Compliance Supervisor	CLASS NUMBER: 50006	FLSA: Exempt
AGENCY/DIVISION: Sanitary Engineering	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N16	POSITION CONTROL #: 090230
POSITION LOCATION: 280 E. Broad St., 2 nd FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Director (090100)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Utility Compliance Specialist (090210) Utility Service Inspector (090250) Utility Service Supervisor (090240)		

CLASSIFICATION PURPOSE:

The primary purpose of the Utility Compliance Supervisor classification is to manage the operation and maintenance of the Quality Control Unit. Oversee assigned staff. Plan, identify and ensure work is accomplished to specifications awarded in contracts and grants. Creates, exhibits and provides excellent customer service with all applicable parties.

JOB DUTIES:

Supervise quality control and/or unit consisting of Utility Compliance Specialist, maintenance and other support staff. Responsible for overseeing and 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. Ensure compliance 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. Assign work consisting of internal and external reviews checking for accuracy and completion, ensures compliance with local, state and federal guidelines in addition to Ohio EPA record reporting, as well as local, state, federal permit and Ohio Utility Protection Services (OUPS) regulations and procedures. Evaluate worker job performance. Assign work and internal reviews for accuracy, completion, and compliance with local, state and federal guidelines in addition to quality control regulations and procedures. Evaluate worker job performance. Coordinate with billing unit for customer issues, responds to customer complaints via telephone or through written correspondence.

Coordinate with department engineering staff to inspect project site for compliance with contract terms, such as deliverables, product installation, materials used, and timetables. Provide written documentation of compliance with contractors and resolves discrepancies. Plan and implement work policies and procedures for the unit. Conduct staff meetings, conferences and training sessions for employees. Interview prospective employees and evaluates performance. Discipline employees, as necessary. Compile statistics and write reports for agency administrative staff concerning specific problem areas as identified by quality resources and quality control reviews. Prepare monthly statistical reports. 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 management; supervision; safety practices; human relations; office management; office practices and procedures; agency policy and procedures; government structure and process; interviewing; engineering; Skill in equipment operation. Ability to recognize unusual or threatening conditions, and take appropriate action; deal with problems involving several variables within familiar context; define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; use algebra; use statistical analysis; maintain accurate records; originate routine business letters reflecting standard procedures, interview job applicants effectively; 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, interview job applicants effectively; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Completion of undergraduate core coursework in business, management, public administration, construction or engineering or 12 months experience in construction or engineering field.

Additional Requirements

Class A CDL with Tanker Endorsement must be obtained within six (6) months of employment.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate work; provide instructions to employees consistent with established departmental standards; recommends discipline or discharge; to act on employee issues; to recommend the transfer and promotion of employees.

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