

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

<u>CLASSIFICATION TITLE:</u> Utility Service Inspector	<u>CLASS NUMBER:</u> 50005	<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> N9	<u>POSITION CONTROL #:</u> 090250
<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 Sup (090230)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Utility Service Inspector classification is to complete inspections and documentation of water and sewer service connections and repairs and coordinate the recordkeeping on the water and sewer permit program.

JOB DUTIES:

Inspection, mapping and record keeping for water and wastewater connections or repairs. Complete inspection, oversight and reporting for construction projects. Implementation and management of backflow/ cross connection prevention program. Coordinate with Capacity, Management, Operation, and Maintenance (CMOM) program. Prepare weekly and/or monthly report to supervisor, as required for EPA or health standards. Discuss job priorities and work schedules with supervisor, if problems should come up or as necessary. 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 safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to deal with problems involving several variables in familiar context; calculate fractions, decimals and percentages; maintain accurate records; recognize safety warnings; cooperate with coworkers on group projects; demonstrate physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with two (2) years of utility service experience; or any equivalent combination of training and experience.

Additional Requirements

State of Ohio Water 1 and Wastewater Operator 1 certification is required. Ohio Class B certification with tanker endorsement must be obtained within six (6) months of employment.

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