



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Inspector	Department:	Regional Sewer District
Position Type:	Full-time, 40 hours per week Bargaining Unit (AFSCME #8)	Address:	50 Channing St. Delaware, OH 43015
Typical Work Schedule:	7:30 a.m. - 3:30 p.m. Monday through Friday	Pay Range:	
Contact Information:	740-833-2120	FLSA:	Hourly, non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for inspecting the construction of wastewater conveyance systems and other appurtenant sanitary infrastructure, which are to be constructed according to approved plans and specifications, within the DCRSD. Individual reports to the Construction Coordinator.

Job Standards

A high school diploma or equivalent and two-years related work experience required. Must possess a valid Ohio Driver's License and acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability. All required licenses and certifications must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Individual performs inspections on sewer line testing including, but not limited to, hydrostatic and air to detect for leakage;
- Individual performs inspections of deflection testing;
- Oversees soil compaction and concrete testing;
- Oversees the worked performed on sewer lines and manholes that are covered in the maintenance bond program;
- Performs inspections in basements of buildings under construction for practices that are detrimental to the County's system;
- Investigates illegal sewer connections and reports to Sanitary Engineer or designated staff;
- Matches construction plans with cut sheets;
- Inspects mainline sewer and laterals, force mains and air release valves;
- Inspects pump station and treatment plant construction;
- Measures manholes and wyes for horizontal locations and elevations;
- Identify and locate sewer locations as required by prospective land users, contractors and OUPS;
- Assists in investigating various complaints from residents and companies;
- Prepares permits drawn with clear and concise details for sewer taps of new homes and commercial buildings, logs into computer and files;
- Interprets blueprints and discusses deviation from specification and ensures compliance with County regulations;
- Overtime may be required as assigned by supervisor.
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

SKILLS AND KNOWLEDGE:

Equipment

- Ability to use computer and related applications, ratchet wrench, metal detection equipment, prodding probe, flash lights, measuring tape, sewer mandrels, flow meters and radar unit.
- Individual uses steel-toed boots, hard hats, high viz clothing and traffic control devices for safety protection.



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Critical Skills/Expertise:

- Knowledge of Delaware County specifications, ODOT specifications, standard drawings, and OSHA regulations;
- Knowledge of engineering calculations;
- Knowledge of surveying;
- Knowledge of sewer construction, including different types of pipes, wyes and manholes;
- Knowledge of concrete testing and soil compaction testing;
- Ability to communicate effectively, both orally and in writing;
- Ability to work independently, with minimal supervision;
- Ability to organize and maintain large volumes of information and paperwork;
- Knowledge of blueprint reading;
- Ability to detect errors in size or deflection according to plans and drawings;
- Ability to distinguish the different locations of each facility in the DCRSD and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner.
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Thorough knowledge and adherence to follow safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

RESPONSIBILITY:

Supervisor reviews individuals work on a daily basis. Manager provides detailed or technical instructions as needed for special circumstances. Individual independently makes critical decisions on a daily basis. Errors in work are not always detected which could lead to structural problems or personal injury.

PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

Personal Work Relationships:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with managers, co-workers, subcontractors, and other departmental personnel.



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ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Inspector

PCN#: 1190119301
Job Code: 19303
Skill Level: 3
Wage:
FLSA Status: Non-exempt
Civil Service Class: Classified

Adopted by Resolution: 3/10/14