

Civil Division: Towns
Jurisdictional Class: Competitive
Town of Whitestown – Non-Competitive (part-time)
Town of Kirkland – Non-Competitive (part-time)
EEO Category: Skilled Craft
Revised: 05/02/11

SEWER INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for checking sewer lines, connections and septic systems in a town to recognize problems and weaknesses requiring correction, and for inspection of materials, methods of installation and proper functioning of residential, commercial and industrial sewage disposal systems for compliance to sanitary ordinances. Additionally, employees in this class may be responsible for calculating sewer line user charges and billing. The work is performed under general direction of the Town Board and may be checked by review and report. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes on-site inspections of sewer installations for compliance of materials, construction and operation with laws, regulations and ordinances;
Inspects septic systems for correct connection or drainage problems and ensures either contractors or property owners make corrections;
Issues or refuses to issue certificates of compliance according to results of inspections;
Receives and investigates complaints of unsanitary sewage conditions;
Explains town ordinance requirements to property owners, contractors, builders or other parties when violations are discovered;
Acts as an agent of the Town Board in serving village property owners who have continuing violations, with written notification of fines involved and necessary corrective measures to be taken;
Contacts private contractors regarding problems or weaknesses concerned with connections, laterals or general sewer construction;
May calculate sewer line use, and bill consumers on a regular recurring basis;
Calls private contractors to correct problems with sewer collection lines or related equipment;
Re-inspects after notification and follow-up to ensure that illegal condition is corrected;
Maintains records and prepares a variety of reports concerning violations, complaints and corrective actions taken.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, principles, terminology and safety precautions used in the maintenance of municipal sewer systems; ability to acquire a working knowledge of the town sewer ordinance, as it is related to duties; ability to perform manual labor for extended periods, occasionally under adverse weather conditions; ability to understand and carry out oral and written instructions; ability to read plans, blueprints and maps; ability to understand, interpret and explain ordinances and laws relating to town sanitary and storm sewer collection systems; ability to be courteous yet firm with the public; sound judgment in handling problems and complaints in connection with inspections; good powers of observation.

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MINIMUM QUALIFICATIONS: Two (2) years of experience as a journey level plumber or in the maintenance and repair of public and/or private sewer or septic systems, or similar work.

NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Eligibility for appropriate level driver's license at time of application. Possession of a valid, appropriate license at time of appointment. This license must be maintained throughout appointment.

Adopted: 09/01/84

Revised: 07/07/95, 04/09/97, 05/02/11