



CITY OF CAMARILLO

Water Inspector

Job Code: 852

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Inspects installations and/or repairs of new and existing domestic water and reclaimed water mains and services for a variety of public works and private development projects within the City; ensures compliance with city and state standards codes, and regulations; reviews and performs plan checks on water projects; implements backflow and cross connection program; calculates estimates for in house water projects; locates underground water facilities; and meets with contractors, developers, engineers and utility companies to design and coordinate projects.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspects installations and/or repairs of new and existing domestic water and reclaimed water mains and services for a variety of public works and private development projects; ensures compliance with city and state standards codes, and regulations; inspects surrounding properties for damage from construction activities; conducts final inspections to ensure that all corrections are completed; tests completed water system installations; informs contractor of test results and recommends and monitors repairs or reconstruction.
2. Locates water mains and services for all assigned utility projects per Underground Service Alert (USA).
3. Meets with developers, contractors, engineers, and utility companies to discuss new and ongoing projects; meets during design and construction stages of a project to discuss City requirements for water service installation; reviews applications for water service, checking water distribution plans and meter requirements; prepares conditions for approval of water systems improvements; investigates field conditions to assure fit of proposed designs; recommends ways to integrate proposed projects into the City's water system.
4. Reviews plans and specifications for capital improvement, state, and private development projects to ensure compliance with standards, specifications, and applicable codes, ordinances, and regulations; recommends and/or makes changes as necessary.
5. Develops and provides materials lists and cost estimates for the installation of water meters, fire hydrants and other related City water services; ensures pay vouchers are received for work to be performed; maintains a construction diary.
6. Attends pre-construction meetings; identifies and marks existing water utilities in the construction area; notifies appropriate utilities, agencies and the public affected by the project; ensures that all water valves surrounding construction projects are operational.

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7. Performs flow and pressure tests on fire hydrants and water mains as necessary.
8. Implements the backflow and cross connection program for the City; inspects installation and testing of repaired and new private and public backflow devices; tests City owned backflow devices and makes repairs as needed; enforces annual testing requirements of backflow devices; educates the public why, what, and when backflow protection is required.
9. Serves as liaison between the public, contractors, and the City regarding water policies and procedures; provides information and assistance to engineers, contractors, other agencies, and property owners regarding the City water system; schedules service interruptions with the least interference and inconvenience; responds to citizen complaints and determines appropriate corrective action; coordinates activities with other City staff in resolving complaints.
10. Establishes and maintains files for all water construction projects and maintenance activity; performs computerized fire hydrant flow test analysis results.
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a water inspection program.
Regulations, principles and practices of water and reclaimed water systems construction and operation.
Methods, materials, tools and equipment used in water system construction.
Practices, principles, and techniques of cross connections.
Backflow devices and cross connection control problems and their prevention.
Basic mathematical principles.
Principles and practices of customer service.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and procedures of record keeping.
Occupational hazards and standard safety procedures.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform inspections on a variety of water systems.
Read water and reclaimed water systems plans and specifications.
Interpret and explain cross connection and water quality regulations.
Respond to emergencies and implement an effective course of action.
Perform various mathematical calculations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Maintain records and prepare clear and concise oral and written reports.
Utilize public relations techniques in responding to inquiries and complaints.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in water science, engineering, or a related field.

Experience:

Four years of water system construction experience.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

Possession of a D3 Water Distribution Operator Certification issued by the California Department of Health Services.

Possession of a Backflow Device Tester Certificate issued by the County of Ventura.

Possession of a Cross Connection Control Specialist Certificate issued by the USC Foundation for Cross Connection Control.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; travel from site to site; some exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment; work in and/or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; regular interaction with City staff, general public and other organizations; occasionally deal with dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in indoor and outdoor environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.