

# Brookings Municipal Utilities

## Swiftel Communications

### Job Description

**Job Title:** Water/Wastewater Inspector

**Department:** Water/Wastewater

**Reports To:** Water Distribution/Wastewater Collection and Maintenance Foreman

**FLSA Status:** Non-Exempt

**Classification:** Operations

**Wage Scale Designation:** Wage Dependent Upon Certification Level

#### General Statement of Duties

Inspects new and replaced water and wastewater mains and private services under general supervision.

#### Typical Duties and Responsibilities

1. Inspects new and replaced water and sewer mains and services.
2. Draws diagrams and maintains records of curb valves and main valves, water and wastewater service installations and all related equipment.
3. Checks/monitors materials used on all water and wastewater construction for compliance with utility rules as well as state and federal standards.
4. Utilize company designated devices and software platforms to record and maintain reports and records.
5. Locates taps, curb stop boxes, and mains and services as requested.
6. Checks water leaks on private water services.
7. Performs inspection for any new water or sewer installations to ensure BMU Water/Wastewater policies are followed.
8. Visits commercial customers and inspects grease traps, sand and oil traps and related equipment.
9. Assists in other areas if necessary, such as lift stations, metering, distribution and collection systems.
10. Responsible for maintenance and upkeep of assigned vehicle.
11. Required to perform stand-by duties as assigned.
12. Performs other duties as assigned.

#### Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education and/or Experience

1. High School Diploma or G.E.D.
2. An acceptable combination of training in the functions of plumbing procedures and techniques, and experience in a related field or possession of a Class III Water Distribution or Wastewater Collection Certification.
3. Knowledge of water main systems, sanitary trunks systems and plumbing systems.
4. Ability to learn and interpret state and federal plumbing codes.
5. Ability to communicate and establish and maintain an effective working relationship with co-workers, contractors and the public.
6. Ability to read blueprints and maps.
7. Knowledge of or the ability to learn Microsoft Office or similar software along with GIS software applications as needed.

#### Language Skills

1. Ability to read and comprehend simple to complex instructions, short correspondence, and memos presented either written or orally.

2. Ability to effectively present information in one-on-one and small group situations.

### **Certification, Testing and Examination**

1. Possession of a valid driver's license.
2. Must possess a South Dakota CDL with air brakes license within 60 days of hire.
3. Class III Water Distribution or Wastewater Collection certification upon eligibility.
4. Other such testing as deemed necessary by Brookings Municipal Utilities / Swiftel.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. Frequently required to stand; walk; sit; speak; hear; use hands to finger, handle or feel; and reach with hands and arms.
2. Required to actively listen and communicate with supervisor, peers and customers.
3. Frequently required to bend, kneel, crawl and stoop.
4. Occasionally required to climb or balance.
5. Specific vision abilities required by this job include close vision, color vision, distant vision and peripheral vision.
6. Excellent hand/eye coordination is required for this position.
7. Frequently lift and/or move up to 25 pounds, regularly lift and/or move up to 50 pounds, and occasionally lift and/or move over 100 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is frequently exposed to outside weather conditions.
2. The employee is occasionally exposed to wet and/or humid conditions; high work places; and extreme cold.
3. Position involves regular contact with other employees and members of the public.
4. The noise level in the work environment is usually mild to moderate.
5. May be required to work overtime during emergencies and/or during construction projects.

### **Typical Performance Requirements**

The performance standards described here are representative of those that must be met by an employee performing the essential functions of this position. These are largely based on industry standards for the position.

1. Employee is expected to meet performance standards communicated by the supervisor.
2. Employee is required to adhere to the guidelines presented in the Personnel Policy Manual.

*Nothing in this job description restricts management's right to assign or reassign the duties and responsibilities of this job at any time.*

6/22/2021  
Date Approved