



TITLE: Utility Inspector
PG: HH
DEPARTMENT: Public Utilities – Water
REPORTS TO: Utility General Supervisor – Water
REVISION DATE: JULY 2022

PURPOSE OF POSITION:

The purpose of this position is to perform technical and administrative work in the inspection, installation, construction, repair, and maintenance of water and sewer lines and appurtenances. May direct work over other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Tracks progress of construction plans and projects through city and state approval processes.
2. Performs inspections on new water and sewer mains and services as they are being installed.
3. Ensures compliance with adopted water and sewer regulations of the city, as well as the approved construction plans.
4. Completes “As-Built” drawings and other related records in a timely manner for all projects inspected, and coordinate “As-Built” drawing and field mapping with GIS staff.
5. Provides weekly inspection reports and other related forms using Microsoft Office software.
6. Attends preconstruction meetings with builders/developers prior to the commencement of new construction. Insure all documentation is properly filed.
7. Performs final inspections prior to acceptance by the city, verify completion of outstanding items, and follow through to completion.
8. Answers questions in office and field regarding the appropriate water and sewer regulations to ensure compliance.
9. Assists with locating utilities for construction and/or repair.
10. Runs errands, picks up supplies and materials.
11. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
12. Regular and predictable attendance.
13. Ability to work in a cooperative manner with others.
14. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED
- Three (3) to five (5) years’ recent work experience in maintenance, repair, and/or construction of water and sewer lines, or an equivalent combination of education, experience, and training.
- Must have a valid driver’s license.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the tools, materials and equipment used in the inspection, installation, replacement, maintenance and repair of utility lines.
- General knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.
- General knowledge in the use of common hand and power tools.
- Some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Ability to operate back-hoe and other medium construction equipment.

- Ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, standing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.