



**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE

F:\Civil\JobSpecs\Sewer Inspector

TITLE:	SEWER INSPECTOR
JURISDICTIONAL CLASS:	NON-COMPETITIVE (**Population less than 5,000)
CIVIL DIVISION:	TOWNS, VILLAGES
ADOPTION: CSM	10/15/77
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

Inspects storm and sanitary sewers in the enforcement of a Town sewer ordinance; does related work as required. This work involves responsibility for checking sewer lines in a town to recognize weaknesses and problems 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. In addition, an employee 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 is checked by review and report. Supervision may be exercised over the work of helpers and Laborers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Makes on-site inspections of sewer installations for compliance of materials, construction, and operation with laws, regulations and ordinances;
- 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;
- Calculates sewer line pump stations for correct operation and arranges to have repairs made;
- 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 water meter records and relays information to data processing center for billing;
- Mails water bills to customers;
- Maintains records and prepares a variety of reports concerning violations, complaints, and corrective actions taken.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & 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 relates 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;
Good physical condition.

MINIMUM QUALIFICATIONS:

(A) Two (2) years of skilled plumbing experience or in the maintenance and repair of public or private water and sewer systems or any equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for an Operator's License issued by the New York State Department of Motor Vehicles at time of application. Possession of the license at time of appointment.