

# CHESTERFIELD TOWNSHIP

## CLASSIFICATION DESCRIPTION

Classification Title:	Building Inspector (Plumbing/Cross Connection)
Department:	Public Works
Hiring Authority:	Public Works Superintendent
FLSA Status:	Non-exempt
Employment Relationship:	Just cause, subject to probationary period in Labor Agreement
Effective Date:	1/11/2018

### **JOB SUMMARY:**

This position is responsible for ensuring the safety and integrity of the Township's municipal drinking water system through surveying, reporting, monitoring and controlling cross connections from hazards and non-potable sources; assists with maintenance, operations, special projects and technical related activities; provides guidance and staff training in cross connection related activities; performs related duties as assigned. This position will also require the ability to perform plumbing inspections for the Township Building Department.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Eliminates and prevents any cross connections within the public water system.

Provides excellent customer service to both internal and external customers.

Surveys private and Township owned properties and facilities for backflow violations.

Monitors the troubleshooting, installation, repair, testing and replacement of backflow devices and related equipment.

Prepares, maintains and completes service account work and service records pertaining to backflow prevention in accordance with backflow, utility billing software and asset management programs; captures data and maintains accuracy through timely collection; ensure deadlines are met and recommends adjustment/changes as needed.

Identifies cross connection control violations and notifies customers of cross connection violations, problems, penalties and terminations; takes appropriate action to enforce and maintain cross connection compliance.

Coordinates and assists with backflow related correspondence and communication to public, vendors and testers.

Performs timely plan reviews for new and existing buildings and facilities within water service area; identifies and directs backflow equipment and installation requirements for design incorporation.

Coordinates and completes monthly backflow disconnection and reconnection events and related activities; works cooperatively with other departments relating to backflow activities and concerns.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (continued):**

Strives to protect water quality, decrease turnaround times; streamline work processes; work cooperatively and jointly to maintain compliance; provide safe and compliant high quality drinking water and seamless customer service.

Researches and ensures township backflow standards are up to date with current and upcoming regulations and standards; ensure Township code and regulations are adhered to at all times.

Prepares and maintains thorough and accurate records and computer entries in backflow software and department databases; understand and follow written and verbal instructions, regulations and policies

Performs plumbing inspections on behalf of the Township as assigned.

**QUALIFICATIONS (Education and Experience):**

REQUIRED:

Possession of a high school graduate or GED certificate.

Possession of a current ASSE 5110/Backflow Assembly Tester certification by the State of Michigan.

Possession of a Journeyman's Plumber license plus 2 years of post Journeyman experience or licensed as a Master Plumber under the provisions of the State of Michigan.

Possession of a valid Michigan driver's license and a driving record acceptable to the Township.

PREFERRED:

One (1) year experience in Cross Connection Control program operations.

Possession of an Incident Command System (ICS) 100 and 200 certification.

**SKILLS AND SPECIFICATIONS:**

Knowledge and understanding of water system layout; ability to read and interpret maps, blueprints, construction plans and site drawings.

Knowledge of water system infrastructure and equipment; ability to assist with the installation, maintenance, operation and repair of fire hydrants, water services, blow offs, valves, main lines and other related water system facilities.

Knowledge and ability to understand regulations, law and results related to cross connection control, building and plumbing codes, including but not limited to the Michigan Department of Environmental Quality (MDEQ), Environmental Protection Agency (EPA) and local ordinances.

**SKILLS AND SPECIFICATIONS (continued):**

Knowledge of cross connection control and backflow prevention practices and procedures; pressure vacuum breakers, atmospheric vacuum breakers and double check valve assemblies.

Ability to perform advanced mathematical computations to perform dosage formulas, volume equations, pressure calculations and flow formula.

Ability to understand and effectively operate computers, software and related operating systems/platforms; perform data entry/QA/QA entry and reports.

Ability to effectively communicate orally and written with all levels of staff with respect and integrity in a pleasant, professional and courteous manner; ability to understand and follow complex oral and written instructions.

Knowledge of safety standards and procedures, confined space entry, excavation, fire safety, lock out/tag out and trenching, PPE; ability to identify and perform safe working practices.

Ability to demonstrate excellent self-management qualities; public relations skills while working with the public and business community.

Ability to work effectively alone or as a member of a team with minimal supervision and independently schedule work load and prioritize assignments.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

While performing the duties of this job, the employee frequently works near or on moving mechanical equipment in outside weather conditions. The noise level in the work environment is often loud.

Occasionally works in high precarious places and is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, heavy machinery, vibration and biological hazards.

Regularly drives a motor vehicle and/or maintenance equipment.

Occasionally exposed to the risk of electrical shock.

Ability to lift and/or move up to one hundred (100) pounds.

The employee is required to walk, climb, lift and bend; use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms.

AUTHORIZATIONS:

\_\_\_\_\_

Human Resources Approval

\_\_\_\_\_

Date

\_\_\_\_\_

Township Supervisor Approval

\_\_\_\_\_

Date

**General Requirements and/or Disclaimers**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.