

## Town of Simsbury

**Title:** Engineering Inspector/WPCF

**Grade:** A 3

**Department:** Water Pollution Control Authority

**Date:** 7/23/2015

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### Position Description

Performs technical work inspecting sewer installation, managing the CBYD system, reviewing new sewer design, managing the grease trap inspection program, and management of collection system maps using GIS and AutoCad software. Assists the Public Works and Engineering Departments with inspection and surveying projects.

### Essential Duties and Responsibilities:

- Researches C.B.Y.D. inquires for sewer location, provides mark-out at construction sites, and maintains C.B.Y.D. files.
- Provides technical and permitting assistance to the public and contractors. Prepares permits for new lateral connections and/or repairs.
- Inspects pipeline extension, service lateral installation, and repair or disconnect for compliance with the Town's specifications and ordinances.
- Collects field data and prepares as-built drawings of sewer installations using AutoCad, GIS and traditional drafting methods.
- Manages and maintains as-built plan files and indexes, collection system maps and databases.
- Manages the grease trap inspection program, including annual inspection of all food preparation establishments.
- Participates in planning and follow-up on special projects, such as smoke testing, periodic commercial/industrial E.D.U. surveys, etc.
- Reviews the design of proposed additions to the collection system.
- Performs collection system modeling and analysis using SewerCAD and/or other computer software.
- Performs collections system maintenance inspections.
- Performs investigative sampling of waste-streams.
- Follows all standard safety procedures and regulations.
- Reports task accomplished to supervisor.

### Additional Job Functions

- Enters data into office computer database programs.
- Performs field and office engineering work as assigned by the supervisor.
- Carries out field investigative or survey work as assigned by the supervisor.
- Prepares survey and preliminary design for sewer main repairs with assistance of the Public Works and Engineering Departments.
- Provides technical or informational assistance to the public regarding sewer construction projects.
- Performs land survey and design with the aid of the Public Works and Engineering Departments.

## **Required Knowledge, Skills and abilities**

- Familiarity with the use of field survey equipment and techniques.
- Working knowledge of public works construction methods and materials.
- Skills and knowledge associated with project design and drafting (manual and CAD).
- Skills and knowledge required to evaluate project design proposals.
- Skills and knowledge required for computer data entry, data analysis, and report writing.
- Working knowledge of OSHA construction industry safety requirements.
- Ability to provide effective verbal and written communications.
- Ability to work effectively with supervisors, staff, and the general public.
- Skill in the use of a computer, GIS and AutoCAD template.
- Ability to read, follow and understand instructions, interpret meters and analyze data.

## **Required Physical and Mental Effort and Environmental Conditions**

- Ability to work in poor weather conditions, including heat, rain or snow.
- Ability to climb stairs, ladders, and/or traverse rugged terrain.
- Ability to lift and carry supplies and equipment that may exceed 55 pounds.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to access and reach difficult places and negotiate varied terrain.
- While performing duties of this job, the employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Ability to walk, sit, climb, balance, stop, kneel, crouch, crawl, and smell.
- Specific vision abilities required include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- Ability to work independently with a minimum supervision.
- Ability to solve complex engineering problems.

## **Tools and Equipment Used**

Computer with ability to use Microsoft Office, AutoCAD, SewerCAD, ArcReader, etc; basic survey tools, pick.

## **Required Minimum Qualifications**

- Associate Degree in Civil Engineering or closely related field.
- Five (5) years of increasingly responsible experience in public works engineering and municipal inspection.
- Valid Connecticut motor vehicle operator's license.

Note: The above description is illustrative of tasks and responsibilities. It is not intended to be all-inclusive of every task or responsibility.