

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: UTILITY INSPECTION TECHNICIAN (JOB CODE 469)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Water & Sewer Utilities	Varies	Non-Exempt

**CLASS SUMMARY**

The Utility Inspection Technician position is responsible for the location of Water and Sewer Utilities' underground facilities for Underground Service Alert (U.S.A.), locating underground excavation, and inspection of all public water, recycled water and wastewater system construction by contractors for private and public development. The incumbent works closely with the public (residential and commercial) and with public and private contractors. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Utility Inspection Technician is the lower-level classification in the Water and Sewer Utilities Inspection Series. Incumbents in this classification are responsible for performing routine duties and work under the general supervision of the Utility Inspection Supervisor or other supervisor as assigned. This classification differs from the Utility Inspection Supervisor, in that the latter is the supervisory position performing more complex work and providing training and instruction to the Utility Inspection Technicians.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a GED; and
- Three (3) years of water, recycled water, and wastewater systems installation and maintenance experience, including at least two (2) years journey level experience, performing heavy manual labor including but not limited to construction of a utility mains and/or services, repair leaks; and
- Experience in reading and interpreting plans and specifications.

***ACCEPTABLE SUBSTITUTION***

None

***LICENSES/CERTIFICATIONS***

Possession of the following certificates is required at time of application and for the duration of appointment:

- Possession of a valid Class C California driver's license is required at time of appointment;
- A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services; and
- A valid Collection System Maintenance Certificate (Grade 1 or above) issued by the California Water Environment Association.

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### ***DESIRABLE QUALIFICATIONS***

Possession of a valid Class A or B California Commercial driver's license is desirable.

### ***OTHER REQUIREMENTS***

- May be required to carry and use a City-issued electronic communications device during working hours.
- May be required to work weekends, holidays, special shifts, unusual hours in the performance of duties and emergency situations, and be available on an "on call" basis.
- Incumbents with a Class A or B Commercial driver's license may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job classification.

### **TYPICAL DUTIES**

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision:

- Performs skilled work to locate and mark various utility service lines for contractors (public and private) before and/or during the excavation, either independently or as a member of a crew
- May train personnel in the use of, and the standard procedures related to, utility location equipment
- Coordinates work with other departments, divisions, sections, utilities, and customers
- Reviews construction drawings, blueprints, utility plans, and utility locate requests
- Assists in verifying compliance with rules, regulations, and standards for water, recycled water, and wastewater
- Creates and maintains records and generates reports on work in progress and general construction operations
- Inspects water, recycled water and wastewater utility construction
- Ensures compliance with all public utilities inspection and construction requirements
- May certify at the discretion of the supervisor, the acceptability of each water, recycled water and wastewater utility construction upon its completion
- Checks utilities records and prepares and preserves as-built plans
- Verifies location of mapped utilities and assists engineering staff in confirming revisions to utility maps in AutoCAD and/or GIS and/or other mapping tools
- Inspects street re-surfacing projects for raising water and sewer surface facilities (manholes, outboxes, valve boxes, vaults and related items)
- May coordinate points of City utilities using a handheld Global Positioning System
- May assist in the training of personnel as assigned
- Performs other related duties as assigned

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### **KNOWLEDGE, SKILLS, & ABILITIES**

#### **Knowledge of:**

- Standards and procedures pertaining to the installation, operation, maintenance, and repair of water, recycled water, and wastewater system utilities
- Street construction practices
- Layout of City and location of all facilities of the Water and Sewer Utilities
- Proper use and maintenance of utility locating equipment for underground utilities
- Construction standards, drawings, blueprints, specifications and utility plans, especially for underground utilities
- Traffic control
- Confined space safety practices

#### **Ability to:**

- Deal tactfully and courteously with others
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment and achieve common goals
- Read and interpret construction drawings, blueprints, SCADA, utility plans and specifications
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Maintain records or log of activities concerning inspections and discussions with contractors
- Effectively use assigned electronic communication devices, including but not limited to Microsoft Office Suite and other City software
- Communicate clearly, concisely, and effectively, both orally and in writing
- Follow written and verbal instructions
- Lift 90 pounds of static weight
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under the general supervision of the Utility Inspection Supervisor, Assistant Water and Sewer Superintendents, Water and Sewer Superintendent, Principal Engineer, the Utility Engineer, or other supervisor as assigned.

### **SUPERVISION EXERCISED**

May assist in the training of personnel as assigned.

### **CLASSIFICATION HISTORY**

Established 5/2007; Rev. 12/2022