

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

TITLE: UTILITY INSPECTION SUPERVISOR (JOB CODE 467)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Water & Sewer Utilities	Varies	Non-Exempt

CLASS SUMMARY

The Utility Inspection Supervisor is a supervisory classification in the Water and Sewer Utilities Department. The incumbent supervises the work of inspection staff 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 system construction by contractors for private and public development. The incumbent works closely with the public (residential and commercial) and with private contractors. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Utility Inspection Supervisor is a single incumbent position in the Water and Sewer Utilities inspection series. The Utility Inspection Supervisor works under general supervision and will receive instruction from a supervisor and develops own work sequences within established procedures and policies. An incumbent in this classification is responsible for performing the most challenging and technical duties. The Utility Inspection Supervisor differs from the lower level Utility Inspection Technician in that incumbents supervise and provide technical assistance and training to Utility Inspection Technicians.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; and
- Three (3) years of experience performing work in locating underground facilities, underground excavation, and/or inspection of utilities construction; 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

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- A valid Collection System Maintenance Certificate (Grade 1 or above) issued by the California Water Environment Association.

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:

- Supervises staff performing 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 system construction by contractors for private and public development
- Trains assigned staff in the use of, and the standard procedures related to, utility location equipment
- Performs complex inspections for compliance with plan and specification requirements
- Performs skilled work to locate and mark various utility service lines for contractors before the start of excavation, either independently or as a member of a crew
- Reviews the work of the Utility Inspection Technicians for compliance with standard practices and procedures
- Monitors project safety of construction projects within street rights-of-way, public easements including but not limited to rail/light rail crossings and on any City property
- Maintains records and generates reports on work in progress and general construction operations
- Is a primary contact for interpretation of plans and specifications
- Makes contact with general public insofar as projects affect adjacent property owners and public use of area within project limits
- Responds to inquiries and complaints from the public by researching information, inspecting area of concern, advising contractors of problems, and recommending corrective actions
- Researches information pertaining to construction projects, documents, findings, and related subjects, and prepares reports and correspondence to communicate findings and recommendations to management and/or engineers
- Coordinates work with other departments, divisions, sections, utilities, and customers
- Reviews construction drawings, blueprints, utility plans, and utility locate requests

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- Assists in verifying compliance with rules and regulations for water, recycled water, and wastewater
- Inspects water, recycled water and wastewater utility construction
- Ensures compliance with all public utilities inspection and construction requirements
- Certifies the acceptability of each water and wastewater facility 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
- May coordinate points of City utilities using a handheld Global Positioning System
- Performs other related duties as assigned

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, for underground utilities
- Traffic control
- Confined space safety practices
- Supervisory practices and procedures

Ability to:

- Deal tactfully and courteously with others
- Work effectively with contractors and the public in enforcing contract provisions
- Supervise and train assigned staff
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including contractors and the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret construction drawings, blueprints, SCADA, utility plans and specifications
- 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
- Walk or stand for extended periods of time

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SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Supervises and trains Utility Inspection Technicians and other staff as assigned.

CLASSIFICATION HISTORY

Established 12/2016; Rev. 12/2016; Rev. 12/2022