

DOWNERS GROVE SANITARY DISTRICT

JOB DESCRIPTION

TITLE: SEWER SYSTEM PERMIT TECHNICIAN

FLSA: Nonexempt

GENERAL SUMMARY

Performs all inspections necessary for enforcement of District ordinances. Performs plan reviews, processing, and issuance of variety of permits. Assists with programs relating to District's comprehensive infiltration and inflow removal and sewer system rehabilitation policy and provides technical assistance to the operation and maintenance of the sanitary sewer system. Reports directly to Sewer Construction Supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Inspect all connections and disconnections [including groundwork, finals, blocking and repairs], construction of sanitary sewers and related appurtenances [including air testing, televising and manhole inspections] and work by contractors hired by the District or other utilities.
- 2) Study plans and specifications in preparation for construction inspections and ensure conformity of construction with plans and specifications and District standards.
- 3) Assist with permit reviews and processing and review sewer extension, subdivision and commercial development engineering plans.
- 4) Assist in the design and review of plans and specifications for the construction of sanitary sewers into unsewered areas, special assessment areas, new construction and sewer replacement.
- 5) Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, respectful, and to actively participate in maintaining a positive customer service environment.
- 6) Guide the public through the permit process from application through completion. In addition, consistently educate customers regarding District programs and services.
- 7) Calculate and process permit fees and provide fee estimates as requested.
- 8) Perform code enforcement inspections and activities including illegal connections, grease traps and triple basins and manage grease trap monitoring program, including inspections, correspondence to grease trap cleaners and restaurant owners.
- 9) Perform daily ordinance enforcement to determine construction compliance with District ordinances and maintains daily record of activity.

- 10) Assist with all activities related to flow basin rehabilitation program including the evaluation of system data, recommendation of repairs, customer service, construction administration and program monitoring.
- 11) Perform inspections and customer service activities and assists with administration and monitoring of Overhead Sewer Program, Building Sanitary Service Repair Assistance Program and Reimbursement Program for Sewer Backups Caused by Public Sanitary Sewer Blockages.
- 12) Assess pipe and manhole conditions from television inspections and recommend appropriate rehabilitation.
- 13) Analyze and measure results of sewer system operations in order to effectively assist with planning, evaluation and coordination of preventative and corrective maintenance on the sewer system.
- 14) Assist with construction management and preparation of cost estimates for sanitary sewer system projects.
- 15) Operate portable camera for televising building service lines, and other equipment used in the inspection, maintenance, rehabilitation and repair of the sewer system.
- 16) Monitor sewer construction and maintenance contractors for compliance with contract standards.
- 17) Perform sewer investigations including marking District facilities for JULIE, dye tests, smoke tests, compliant investigations, flood testing and flow measurements.
- 18) Maintain required records and database of sewer system activity, including data entry, analysis, updating of sewer system atlas maps and report preparation, including the Geographic Information Systems (GIS) database within the Lucity database software, ESRI ArcMap software, Access, Excel and/or Word, as appropriate.
- 19) Provide technical assistance to sewer system maintenance department employees.
- 20) Develop or recommend new practices to ensure the efficient operation of the sewer system.
- 21) Recommend and/or prepare specifications for major equipment and material purchases.
- 22) Responsible for special projects as assigned by the Sewer Construction Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Good working knowledge of sanitary sewer construction and operations, District ordinances, practices and procedures and the District sewer system. This knowledge is normally acquired with two years of work experience.

- 2) Knowledge of construction materials, methods, equipment, survey techniques, engineering design procedures, laws, regulations, codes, ordinances, standards and policies governing construction of sewer lines and construction and maintenance of building sanitary services. This knowledge is normally acquired with six months of work experience.
- 3) Skills in the use of computers and software, including knowledge of ArcView GIS, Lucity software, Access, Excel and Word.
- 4) Ability to read and understand plans and specifications.
- 5) Ability to operate portable camera for televising building service lines normally acquired with six months of work experience.
- 6) Knowledge of methods, use of equipment and practices in locating sewer lines normally acquired with six months of work experience.
- 7) Knowledge of computerized data processing normally acquired through a combination of college courses and work experience.
- 8) Ability to think independently, exercise judgement and initiative and prioritize all sewer system operations effectively, economically and efficiently.
- 9) Ability to prepare analytical, accurate and concise reports and maintain required records and database of sewer system activity.
- 10) Skills in project management to effectively implement multiple projects and meet deadlines.
- 11) Interpersonal skills and abilities to establish and maintain good working relationship, and effectively communicate orally and in writing with the public, co-workers, contractors and outside agencies, including under difficult circumstances.
- 12) Ability to train, guide and lead the activities of sewer system employees performing inspection activities.
- 13) Two years of college-level course work in engineering or related field, or equivalent work experience that would result in similar competencies.

PHYSICAL ABILITIES REQUIRED

- 1) Ability to operate required office equipment in order to send and receive information with necessary optical, auditory, and manual dexterity, which may include but is not limited to using a keyboard to enter, retrieve, or transform words and data and/or closely examining computer screen or written reports and proofreading and checking documents for errors.

- 2) Drive cars and trucks on a daily basis.
- 3) Ability to walk, stand, or sit for various durations for office related activities. In addition, the ability to walk, stand, sit, bend, and climbing for various durations for field work activities (i.e. work in and around crawlspace, manholes, trenches, construction and job sites and the Wastewater Treatment Center).
- 4) Lifting, pulling and pushing objects on a daily basis, including manhole covers weighing 150 pounds, barricades, hoses, pipe and other construction materials, and tools and equipment.
- 5) Work with equipment or perform duties that require extreme precautions to avoid injury.
- 6) Wear and use protective equipment, such as safety glasses, gloves, ear protection, safety shoes, hard hats and other items as required by the task or job.
- 7) Ability to identify and distinguish colors.

WORKING CONDITIONS

Varied work environment involves both office work and outdoor work. Office work is performed indoors in a busy office environment. Must be able to handle heavy public contact at the counter and on the telephone. This position requires frequent sitting, walking, standing, reaching, bending and lifting and carrying up to 60 pounds. Must be occasionally available to work evenings or weekends for special assignments.

Outdoor work is performed under all weather conditions and during day and night hours. Exposure to dirt, noise, wastewater and the like. Perform all duties while working alone. Must be available for emergency operations as required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

12/13/2019