

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	F.O.G. Inspector	<i>Pay Grade:</i>	SM 04 (no ADEM cert) SM 05 (ADEM Grade II WW) SM 06 (ADEM Grade III WW) SM 07 (ADEM Grade IV WW)
<i>Department:</i>	Utilities	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Wastewater Treatment Plant	<i>Reports to Position:</i>	Plant Superintendent
<i>Effective Date:</i>	November 18, 2020		

JOB SUMMARY
<p>Under the direction of the Plant Superintendent, performs all tasks required by the City of Phenix City's FOG program. Employee is responsible for field inspections as outlined and required for the support of the Industrial User Pretreatment Program, Sanitary Sewer Overflow Response Plan and Fats, Oil and Grease (FOG) Program. This will require the employee to perform inspections and assess all commercial cooking and rendering facilities, investigate sanitary sewer overflow events and industrial users, enforces and communicates to customers the rules and regulations as specified by the City of Phenix City. Assist with investigations of environmental spills, surveillance, and monitoring of Industries. Collect samples from SSO's spills and etc. for analysis to be run. Fill in for operators on leave from time to time (shifts) assisting with plant operations.</p>

ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES
<p>The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.</p> <ul style="list-style-type: none"> Inspecting and enforcement of the FOG program including assessment of facilities, ensuring compliance with the City's sanitary sewer use and regulations, equipment, frequency in which traps are cleaned out, facility follow up, die testing and camera surveillance Informs and educates customers of FOG prevention and cleanup at facilities and

households

- Collect samples and performs chemical and physical analysis such as visual inspections, e-Coli, pH oil, grease and other samples to test in the lab
- Cleans and maintains equipment used in the field such as samplers, probes, meters, probing rods, sample poles, etc.
- Data entry into the FOG system regarding inspections, notices, correspondences, etc.
- Pulling of information from the FOG and GIS systems
- Maintaining records in order to track progress of facilities and programs
- Preparation of reports and letters for submission
- Research and maintenance of knowledge regarding FOG information, state, federal and local programs
- Serves as plant operator when needed

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

High School Diploma, GED or equivalent training and experience

ADEM certification Wastewater Grade II, III or IV preferred (pay grade assigned based on level of certification)

Experience

Experience working in wastewater collection or treatment facility

Licenses or Certification Required

Valid driver's license from state of residence

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Laboratory techniques involved with collecting water, wastewater and industrial wastes for conducting analysis
- Safety rules and regulations and other rules and procedures for the City of Phenix City and Utilities Department
- Basic arithmetic and science

Ability to:

- Effectively utilize a computer
- Effectively comprehend written material and graph data
- Effectively prepare correspondence for reports, letters or presentations

- Verbally communicate with supervisors, co-workers and customers
- Comprehend written and oral instructions
- Operate a two way radio and telephone
- Follow instructions and efficiently complete assignments without direct supervision
- Exercise judgement particular in assignments with safety awareness
- Work in constant state of alertness and in safe manner

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will largely be outdoors with exposure to inclement or extreme weather conditions

Physical Demands: See accompanying page for details

Key Working Relationships: Residential and Commercial sewer customers, Plant Superintendent

APPROVAL/ACKNOWLEDGEMENT

Department Head	<u>Utilities Director</u> Title	Date
Human Resources Director	<u>HR Director</u> Title	Date
City Manager	<u>City Manager</u> Title	Date
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – F.O.G. Inspector – Utilities – Wastewater Treatment

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

LIFT/CARRY				
1-10 lbs			X	
11-20 lbs			X	
21-50 lbs			X	
51-75 lbs			X	
76-100 lbs	X			

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs		X		
51-75 lbs		X		
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist			X	
Crouch/ Squat			X	
Kneel/Crawl	X			
Reach Above Shoulders		X		
Reach Below Shoulders			X	
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface			X	
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle			X	
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)		X		
Handheld tool/equipment (tamps, weed eaters, shovel)			X	

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools		X		
Impact Tools	X			
Chemicals			X	
Fumes			X	
Heights		X		

ENVIRONMENT				
Indoors		X		
Outdoors				X
Extreme Heat				X
Extreme Cold				X
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	1	2
Stand	2	6
Walk	1	1

Additional Considerations (including clarification of any of the above)

HANDHELD TOOLS ARE NON-MECHANICAL