

<b>Job Class Code: 3540</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Annual</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION**

The purpose of this job classification (class) is to administer and enforce the City's Sewer Use Ordinance and the Fats, Oils, and Grease (FOG) program within it and other applicable Department of Public Utilities City codes and ordinances, as well as applicable regional, State and federal requirements. This job class' goal is to minimize the introduction and accumulation of fats, oils, and grease ("FOG") into the sanitary sewer system, which contributes to sanitary sewer blockages and obstructions. The job class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Inspects structures and facilities including food service establishments (FSEs), grease haulers, and any other industrial or commercial establishments within the City generating or collecting wastewater containing Fats, Oils, and Grease (FOG).
- Enforces Department of Public Utilities FOG program, applicable codes and ordinances, applicable requirements of the International Plumbing Code, the Virginia Uniform Statewide Building Code, and any successor entities; coordinates with the Hampton Roads Sanitation District (HRSD) regularly to ensure compliance.
- Researches and maintains currency in all applicable State and regional codes/requirements and City Ordinances related to FOG; advises citizens, professionals, and concerned groups on applicable City code requirements.
- Reviews plans and specifications; provides information, issues permits.
- Performs routine patrols and on-site inspections to identify violations of applicable City FOG-related codes; issues written notices of violation, documents violations, and conducts follow up inspections; coordinates registrations of FSEs and applicable facilities.
- Ensures that grease control devices (GCDs), grease traps, hydro mechanical grease interceptors, and/or any renderable FOG containers are installed, implemented, cleaned, maintained, and performing correctly.
- Attends court to provide testimony on code related issues, as needed.
- Responds to citizen complaints of possible code violations; inspects and verifies compliance or non-compliance with applicable ordinances.
- Counsels citizens or groups, FSEs, grease haulers, and any other industrial or commercial establishments.
- Attempts to resolve disputes over violations through counseling or negotiation with parties involved, including citizens, groups, or establishments; initiates other actions as required including legal processes.
- Coordinates with federal, State, and local agencies involving City FOG related code or related matters.
- Prepares logs, forms, reports, or studies documenting results of inspections and other events or activities; maintains records; prepares legal or other documents, records, and reports; and testifies in court and presents information, as required.
- Attends staff or case meetings and regional FOG meetings to exchange information; attends classes or seminars to improve knowledge and skills.
- Collects FSE registration fees and inspection fees, as needed; submits fees and reports collection activities to departmental Accounting Division as required.
- Performs other related duties as needed or assigned.

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed plan.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems and solves problems almost constantly.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percentages.
<b>Language Requirements</b>	Reads technical instructions, procedure manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions affecting individuals, citizens, professionals, coworkers, and others that depend on the service or product provided.

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
<b>Knowledge</b>	Must have a working knowledge of: construction and trade practices and materials, permitting, processing, and receipt procedures. Must also possess a working knowledge of wastewater systems, procedures for issuing violations, and court and legal procedures.
<b>Skills</b>	Must be skilled in reading maps, use of Geographic Information System (GIS) output, and reading, interpreting and applying codes and legal statutes fairly and consistently. Must also be skilled in detecting violations and recommending appropriate corrective action. Requires computer skills with competence in Microsoft Outlook, Word, Excel, other database systems and ability to learn and use Maximo; must also be skilled in organizing and maintaining accurate records.
<b>Abilities</b>	Must be able to: communicate effectively in writing and verbally, exercise sound judgment and be able to testify in court. Must also be able to operate a motor vehicle in order to travel to numerous job sites each day. In order to conduct inspections, this position requires bending, crawling or climbing over uneven or unfinished surfaces.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in environmental/health studies, engineering, or a closely related field. Associates degree in environmental/health studies, engineering, or a closely related field is preferred.
<b>Experience</b>	In addition to satisfying the vocational/educational standards, this job class requires a minimum of one year of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license with a driving record that complies with the City's Driving Standards. Special skills or equipment certification may be required.
<b>Special Requirement(s)</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

<b>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</b>
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*