

Job Class Code: 3550	FLSA Status: Non-exempt
Pay Basis: Annual	EEO Category: 3

GENERAL DESCRIPTION

The purpose of the job classification (class) is to perform complex work in enforcing the City’s Sewer Use Ordinance and the Fats, Oils, and Grease (FOG) program within it and other applicable Department of Public Utilities codes and ordinances, as well as applicable regional, State and federal requirements. The job class is responsible for managing and leading the Fats, Oils, and Grease program 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 limited supervision.

TYPICAL TASKS

- Enforces and ensures compliance with 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, and the Hampton Roads Sanitation District (HRSD). Researches and maintains currency in all applicable State and regional codes/requirements and City Ordinances related to FOG.
- Supervises staff, hires, trains, coaches, counsels, and conducts performance evaluations and disciplinary reviews and/or actions for assigned personnel as required.
- Oversees or performs routine patrols and on-site inspections of sewer structures and FOG generating facilities to identify violations of applicable City FOG-related codes; issues written notices of violation, documents violations, and conducts follow up inspections; coordinates registration of Food Service Establishments (FSE) and applicable facilities.
- Ensures that grease control devices (GCDs), grease traps/interceptors, and/or any renderable FOG containers are installed, implemented, cleaned, maintained, and performing correctly.
- Coordinates and conducts related workshops, classes, public events, and other programs related to FOG.
- Represents the City and serves as the liaison in interactions with business owners, customers, other Hampton Roads cities, and the regional Hampton Roads FOG committee. Advises citizens, professionals, and concerned groups on applicable City code requirements.
- Responds to complaints of complex and serious City code violations; inspects and verifies compliance or non-compliance with applicable codes. Investigates reported violations and documents findings.
- Prepares and issues permits, non-compliance notifications, warnings, and Notices of Violations to owners or 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.
- Compiles statistical data to create various forms, graphs, charts, spreadsheets, and reports to be utilized departmentally and to be included in reports to local, State or federal government agencies.
- Prepares/develops/reviews monthly reports, logs, work plans and procedures, program budget, correspondence, forms, plans and specifications, and reports or studies documenting results of inspections and other events or activities; analyzes FOG program data; maintains records and FOG database, prepares legal or other documents and testifies in court on code related issues, as required.
- Attends and conducts staff or case meetings to exchange information; attends, or schedules others to attend, classes or seminars to improve knowledge and skills.
- Collects FSE registration fees and inspection/re-inspection fees, as needed; submits fees and reports collection activities to departmental Accounting Division as required.
- Performs other related duties as needed or assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others, as assigned, by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percentages; performs statistical analysis.
Language Requirements	Reads journals, manuals, and professional publications. Speaks informally to groups of coworkers, staff in other organizational agencies, and the general public including external organizations; composes original reports, training, and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs specialized technical and professional work requiring extensive understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems.
Decisions/Supervisory Control	Directs actions of others and programs as needed, making decisions almost constantly, affecting subordinates, coworkers, clients and others in the general public.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Must have a working knowledge of: Uniform Statewide Plumbing Code (USPC), municipal ordinances and codes, and policies and procedures governing proper handling and disposal of FOG. Must also possess knowledge of inspection techniques and procedures related to grease traps and Grease Control Devices (GCD) and construction as well as sanitary sewer system operations. Must also have a working knowledge of statistical analysis and forecasting techniques.
Skills	Must exhibit critical thinking by using logic and reasoning to understand, analyze, evaluate, and resolve complex code and ordinance issues and research information to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to the situation. Must be able to build positive interpersonal relationships by developing and maintaining cooperative and professional interactions with citizens and representatives from other departments and organizations. Must apply solid judgment and decision making by evaluating the best method of research and establishing priorities to resolving complex matters giving consideration to the relative costs and benefits of potential actions to choose the most appropriate alternative. Must be skilled in 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.
Abilities	Must be able to coordinate and designate work and establish and implement effective administrative programs and procedures. Must be able to establish priorities for the completion of work in accordance with sound time-management methodology. Must be able to communicate complex ideas and effectively present proposals so others will understand, to include preparation of reports, presentations, agendas, and policies. Must possess the ability to listen and understand information and ideas presented verbally and in writing.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in civil or environmental engineering or closely related field.
Experience	In addition to satisfying the vocational/educational standards, this job class requires a minimum of three years of related, full-time equivalent experience. Experience with inspecting commercial grease interceptors and traps or code enforcement is preferred.
Special Certifications and Licenses	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.
Special Requirement(s)	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. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

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.

Revised 07/06/20