

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: System Evaluation Technical Analyst

Dept/Div: Distribution/Collection

Supervisor: Distribution/Collection Superintendent

Supervises: May supervise Distribution and or Collection Operators.

Grade: 57

Class Characteristics: Under general direction, serves as Technical Analyst for Distribution and Collection Department. Implement and conduct sewer inspection program. Operates/maintains Sewer video and inspection equipment for department; prepares and maintains accurate and up-to-date reports; assist other departments as requested; performs related work as required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential:

1. Serves as system evaluation technical analyst for distribution and collection departments.
2. Implement program for inspection of all sewer basins over a 5-year period. This includes manhole inspections and videos for Infiltration and Inflow.
3. Collects data for and prepares reports on collection system.
4. Compiles reports and statistics as requested by Superintendent.
5. Coordinates with Collection Supervisor and Engineering Department for repairs and inflow and infiltration reduction.
6. Maintains envirosight and other inspection hardware and software.
7. Attends training programs for envirosight and other inspection equipment.
8. Performs duties in field as requested or required in Water, Sewer and Engineering Departments.
9. Responds to emergency situations involving the wastewater collection systems at all hours.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent, and one year related work experience. College degree may be substituted for experience, where applicable.

Experience with camera inspection software and PACP certification is preferred but not required.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

1. Knowledge of city policies, procedures, and operations.
2. Knowledge of federal, state and local laws, administrative regulations, and ordinances relating to local government operations.
3. Knowledge of Distribution/Collection system.
4. Knowledge of computer and applicable software and hardware programs.
5. Knowledge of the operating policies and procedures of the utility.
6. Knowledge of EnviroSight, its extensions and other inspection hardware.
7. Knowledge of principles and practices of performing research.
8. Knowledge of geography of the service area.

Skills:

1. Skill in use of computers including word processing software and spread sheets.
2. Skill in use of EnviroSight and other inspection hardware systems.
3. Analytical skills.
4. Communication skills.

Abilities:

1. Ability to perform research activities and prepare written reports.
2. Ability to prepare correspondence and accurate up to date reporting in finished product.
3. Ability to perform duties with mental alertness and attention to detail and accuracy.
4. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
5. Ability to work closely with engineers and other personnel to obtain information and ensure clarity.
6. Ability to communicate effectively, orally and in writing.
7. Ability to use the accepted drawing standards as guidelines.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects are covered specifically but must use some of own judgment.

Processes: Must occasionally refine existing work methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Completed work is reviewed by way of oral and/or written reports.

Analytical Requirements: Duties are of complex nature, requiring judgment for which there is no precedent.

Physical Requirements of the Job: Work is performed both indoors sitting at a desk or table and outdoors during all weather conditions; must operate vehicle and computer equipment; required to be in high places, rough, hilly terrain, confined spaces and use stairs and ladders; must lift weight over 25 pounds.

Tools and/or Equipment Used: Normal office equipment (telephone, fax, copier, computer hardware and software, calculator, etc.) GIS/GPS line locating equipment, envirosight camera system, other inspection hardware and software and mechanical tools.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate/Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Certification Requirements: Must obtain PACP certification within 12 months of eligibility.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours. Must participate in the City's drug and alcohol testing program.

Overtime Provision: Non-exempt.