



Office of Human Resources
Wastewater Systems Data Investigator - CN2097
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General Statement of Duties

Conducts investigations and processes information for the sanitary and storm drainage billing system.

Distinguishing Characteristics

This classification is distinguished from the Wastewater Data Technician who is responsible for verifying and ensuring that billing statements are accurate and correct; this position has no supervisory responsibilities. It is also distinguished from the Water Quality Investigator who is responsible for enforcing compliance and may issue citations.

Level of Supervision Exercised

None

Essential Duties

Utilizes GIS (Geographic Information System) software to digitize and measure the amount of impervious area within a land parcel to create and maintain a storm drainage database.

Performs on-site inspections of commercial and residential land parcels to gather documentation for calculating the impervious areas of land parcels and to determine the number of sanitary connections that have been attached to the sanitary system.

Performs parcel boundary and land area calculations using algebraic equations and coordinate geometry.

Performs sanitary and storm drainage investigations, for disputed billings and to verify compliance to specific rules, regulations, statutes, municipal ordinances and may perform dye reading testing as needed.

Maintains records of completed inspections and computed records for billing purposes; verifies statistical data for updating the database.

Explains rules, regulations and municipal ordinances to the public; may represent the City in legal actions or on special investigative regulatory boards.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of investigation techniques sufficient to be able to conduct comprehensive investigations.

Knowledge of Geographic Information System software sufficient to be able to compile a computerized geographical database.

Knowledge of algebra, calculus and trigonometry sufficient to be able to compute land areas, calculate volumes and perform associated calculations as needed.

Knows how social, political, organizational, and technological systems work and operates effectively with them. This includes the policies, procedures, rules and regulations of the work unit or organization.

Skill in using a computer for data entry and retrieval.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience reading site plans, blueprints, property maps, legal descriptions explaining policies, procedures, statutes, rules and/or regulations which includes one year working with Geographic Information Systems software.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Hazards: conditions where there is danger to life, body, and/or health.

Potential exposure to cold weather conditions (indoor/outdoor).

Noise: sufficient noise to cause distraction.

Occasional pressure due to multiple calls and inquiries.

Personal Safety: aware of surroundings, people, and events.

Subject to bites and scratches from animals.

Subject to: traffic, roadways, and pedestrians.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Standing: remaining one one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-617

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: