

Lower Bucks County Joint Municipal Authority

TEMPORARY PART TIME INSPECTOR (ON AS NEEDED BASIS) JOB DESCRIPTION

Job Description

This is a flexible Temporary Part Time Inspector position consisting of 8 to 24 hours or 1 to 3 days per week inspecting properties within the Authority's service area, based upon inspection needs. This position comes under the direct supervision of Field Technician and Engineering Assistant or as designated by the Managing Director. Assignments are carried out in accordance with established office policies and procedures and a specific amount of work is required to be accomplished within the required/assigned time. This is a non-union position.

Duties include but are not limited to:

- Conducting Inspections/Re-inspections of exterior and surrounding property of existing residential homes, business establishments, commercial/industrial establishments, mixed use properties as well as any other type of customer in our service area to ensure conformance with sanitary sewer easement, water easement and regulatory requirements.
- Attends meetings on relevant and/or related issues pertaining to inspections conducted or to be conducted.
- Photograph area of premises violating Authority requirements and ensure they are transferred properly to the Authority's computer network.
- Notify person/persons in home/building/facility of inspection prior to conducting when necessary/possible.
- Complete inspection reports describing nature of violations found during field investigation siting encroachment and/or regulatory violations.
- Interprets pertinent easement requirements and explains violations to property owners, building managers, tenants, landlords, business owners and/or representatives of firms to facilitate compliance.
- Reviews customer complaints against Authority records; takes appropriate action where corrections are needed.
- Responds to customer complaints regarding inspections and inspection results.
- Enters various data onto computer and generates reports.
- Completes standard office forms.
- Maintains alphabetic files; adds and retrieves information and materials.
- Operates standard office machines.
- Performs related work or any other work as assigned/required.

Required Knowledge, Skills and Abilities:

- Knowledge of easements and their purpose.
- Knowledge of Sanitary sewer collections system and appurtenances including Sewer lines, manhole, vents, cleanouts and their purpose.

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- Knowledge of methods and techniques of dealing with the general public in inspectional situations and the ability to carry them out.
- Photographic work of limited complexity.
- Knowledge of functions of departmental, inter-departmental, and other government agencies related to enforcing easement requirements.
- Knowledge of modern office practices, procedures and equipment.
- Ability to make arithmetic computations and checks accurately and rapidly.
- Ability to read and interpret blueprints, plans, diagrams and plot plans.
- Ability to perform linear measurements and area calculations.
- Ability locate extent/boundaries of easements based on plot plans.
- Ability to ascertain facts through inspections while reading blueprints, plans, diagrams, plot plans.
- Ability to organize work time effectively and work independently with little or no supervision at a productive rate.
- Ability to speak, read and write fluently in the English language.
- Ability to establish and maintain effective working relations with associates, various real estate professionals, officials and customers.
- Ability to physically perform the duties and to work in the environmental conditions required of the position.
- Must have strength and endurance to lift heavy objects and work in adverse weather conditions with potential exposure to weather, fumes, odors, dust and risk of bodily injury.
- Must have ability to climb ladders, balance, stoop, kneel, crawl and reach.
- Ability to enforce easement and regulatory requirements firmly, tactfully and impartially.

Education and Experience:

- High School Diploma or GED Equivalent.
- Must possess a valid PA driver's license prior to appointment and during tenure of employment.
- Or any equivalent combination of acceptable education and experience.
- Experience in inspection of properties, sites, sanitary sewer system, plumbing, etc. is desirable.