

## MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Jennifer Lynch, Member  
Larry Price Member

From: C. Amy DeLong, Executive Director  
Tamira M. Rollins, Assistant Executive Director  
Carol Lagemann, Personnel Analyst II

Date: June 8, 2021

Subject: Request of the Civil Service Commission staff to create the specification for the classification Utilities Permits Specialist, assign a probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly.

---

### ANALYSIS AND RECOMMENDATION

---

The request for the Civil Service Commission staff to create the classification Utilities Permits Specialist was initiated by a class action request from the Department of Public Utilities. The request comes as Department of Public Utilities was evaluating the structure of the Utilities Permits Office, under direction of the Utilities Permits Manager (1043), Gillian Kreager, and who reports to Dorothy Franey, Department Assistant Director (0052). In the past, there have been professional engineers in the chain of leadership for the Utilities Permits Office, which allowed for Engineering Associate II positions to be utilized. When considering the work performed by three Engineering Associate II positions in the Utilities Permits Office, the department considered the technical expertise of engineering to be essential when assigning the work. Yet, at the present time, there are no engineers in the chain of leadership and the performance of the Office has been satisfactory, which makes the engineering specific guidance non-essential. Therefore, since the Engineering Associate II classification requires an engineer in the chain of command and the department believes the Office is operating sufficiently without an engineer in leadership, a new classification that provides for a technical background with construction or water/sewer maintenance is proposed to be created to fill this niche role, previously filled by Engineering Associate IIs, in the Utilities Permits Office.

The proposed classification, Utilities Permits Specialist, will report directly to the Utilities Permits Manager. Incumbents will perform specialized work that is greater than that assigned to the majority of the workers in the Office, which largely consists of Construction Inspector I and Office Assistant II positions. Positions allocated to the Utilities Permits Specialist may supervise and/or may be assigned to specialized roles within the Office. They will be decision makers for permit emergencies reported from the field and they will be tasked with the more difficult and complex work associated with the Utilities Permits Office.

By **DEFINITION**, the proposed Utilities Permits Specialist, under direction, is responsible for specialized and technical work in the consolidated utilities permits and inspections office. The “under direction” level of supervision indicates that incumbents are at the full working, specialist and working lead levels. They receive a general outline of the work to be done, usually in terms of the objective to be accomplished, and have the flexibility and responsibility to plan and organize specific duties in compliance with policies, practices, and procedures prescribed by the immediate supervisor, the Utilities Permits Manager. Results are periodically reviewed for technical accuracy and compliance with instructions or established procedures.

The **EXAMPLES OF WORK** section was developed to include those responsibilities identified as important for the classification. A Utilities Permits Specialist will be expected to perform these duties competently and proficiently. Some of the recommended duties include:

- Provides technical expertise regarding permitting and inspection processes associated with water and sewer utility work; answers urgent calls from staff inspectors and/or contractors regarding final determinations of sewer or water line construction according to City rules and standards;
- Reviews sewer line videos for determination of permitting for emergency repairs and/or to evaluate existing sewer lateral conditions; reviews sewer videos for main line wye locations and existing cap-off locations;
- Coordinates with sewer maintenance workers regarding connection issues between private laterals and City main lines; ensures a summary record of each individual issue is complete;
- Fields questions and issues from other City departments and divisions regarding water and sewer utility line construction practices, inspections, fee calculations, or other related issues;
- Oversees inspections to ensure they comply with City codes, standards, rules, and regulations;

- Provides fee calculations and front footage determinations for complicated and difficult plan reviews, including sanitary, storm, and water plans; reviews or verifies accuracy of fee calculations;
- Manages the bond process for stormwater construction inspection deposits (CID); collects the bond with CID fees for the construction contract plans;
- Performs sewer warranty inspections to determine needed remedies from private to City ownership;
- Supervises inspector or permit staff to include conducting performance appraisals, approving leave requests, and initiating disciplinary actions.

A **GUIDELINES FOR CLASS USE** section is included to indicate that this “classification is to be used only by the Utilities Permits Office in the Department of Public Utilities.” While permits work is performed in other areas of the City, this classification is designed to provide an alternative for the Utilities Permits Office from the engineering classifications and is unique to the work required of this Office.

The **MINIMUM QUALIFICATIONS** section was developed to reflect the qualifications necessary for successful performance of the job. Given the technical nature of this job, the considerations for qualifications centered around familiarity with construction, construction plans, and sewer and water line maintenance. An associate degree would provide an appropriate level of education. In addition, an experience substitution is proposed for the educational requirement as the technical nature of this work may be able to be learned through the specified experience and this substitution helps expand the applicant pool and provides opportunities for those without degrees. In addition, these specialized positions may require travelling out to a job site in order, for example, to oversee inspectors or view a job in progress for a contractor or homeowner. Therefore, possession of a valid motor vehicle operator’s license is required. Therefore, the proposed Minimum Qualifications read:

Possession of an associate degree and two (2) years of experience in the general construction field, reviewing construction plans, or performing construction inspections, sewer collection maintenance, or water distribution maintenance. Substitution(s): Additional experience as specified may substitute for the educational requirement on a year-for-year basis.

Possession of a valid motor vehicle operator’s license.

The **KNOWLEDGE, SKILLS, AND ABILITIES** section was developed to include the knowledge, skills, and abilities expected of a candidate's successful performance in the job of Utilities Permits Specialist. It is recommended that the Knowledge, Skills, and Abilities for this classification include:

Considerable knowledge of the City of Columbus Construction and Material Specifications standards, water standard drawings, and sewer standard drawings; general knowledge of sewer and water line construction; general knowledge of local codes governing utility line construction and inspection; general knowledge of construction materials, including but not limited to types of pipes, aggregates, and fittings; general knowledge of equipment, methods, and materials used in trenchless construction and rehabilitation; some knowledge of surveying practices; some knowledge of supervisory practices and applicable bargaining unit contracts; ability to identify problems, analyze information, and recommend solutions; ability to perform basic mathematical computations; ability to operate a computer and related software; ability to plan and supervise the work of others; ability to read and interpret plans and specifications; ability to read maps and operate GIS software; ability to tactfully and effectively communicate with others, both orally and in writing; ability to prepare reports and maintain records; ability to establish and maintain cooperative working relationships.

It is recommended that the **Probationary Period** be assigned as *365 Days*, which is consistent with other classifications responsible for lead work in an office. It is further recommended that the **Examination** type be designated as *Competitive* per Commission policy on classifications that are practical to test. It is also recommended that this classification be assigned within the *Protective Services Job Family, Inspections Group* in the City of Columbus Class Plan Index. The Inspections group includes classifications responsible for examining the condition of structures, fixtures, equipment, and the operations of establishments, in order to verify compliance with and enforcement of regulatory safety laws. Since the goal of the Utilities Permits Office is to ensure the permit process and it protects the City from sewer and water line issues, the Inspections group is an appropriate location for this classification. The supervisor of this classification, the Utilities Permits Manager, is currently in the Applied Sciences/Engineering and Drafting family and group in the Class Plan Index. Since this classification is being created in series with the supervisor, we will concurrently propose moving the Utilities Permits Manager to the same job family and group. The *Technician EEO/DOJ Job Category* is proposed to be assigned. Additionally, it is recommended that the proposed classification be assigned to the *Trades* NEOGOV Job Interest Category 1 and the *Maintenance* NEOGOV Job Interest Category 2. It is, therefore, recommended that the classification Utilities Permits Specialist be created as proposed, and Rule XI amended accordingly.

Utilities Permits Specialist  
June 8, 2021  
Page Five

Contact(s):

Dorothy Franey, Department Assistant Director (U), Department of Public Utilities  
Roland Gonzales, Department Human Resources Officer, Department of Public Utilities  
Gillian Kreager, Utilities Permits Manager, Department of Public Utilities  
Alana Samuel, Human Resources Manager, Department of Public Utilities

DRAFT CLASS PLAN INDEX

**VI. APPLIED SCIENCES JOB FAMILY**

**B. ENGINEERING AND DRAFTING GROUP**

This group includes classifications responsible for the preparation of accurate and complete working plans and detailed drawings for engineering purposes and/or practical application of physical laws and principles of engineering in the construction and maintenance of structures, facilities and equipment systems.

- 1052 Chief Plans Official
  
- 1024 Construction Material Analysis Coordinator
  
- 1183 Drafter/CAD Operator
  
- 1132 Electrical Engineering Associate I
- 1133 Electrical Engineering Associate II
- 1104 Engineering Associate III\*
  
- 1031 Engineering Associate I
- 1032 Engineering Associate II
- 1104 Engineering Associate III\*
  
- 1028 Engineer-in-Training I
- 1029 Engineer-in-Training II
- 1046 Engineer I
- 1047 Engineer II
- 1048 Engineer III
- 1049 Engineer IV
  
- 1007 Engineering Aide
  
- 1015 Surveyor-in-Training
- 1016 Surveyor
- 1040 Surveyor Manager

---

~~1043 Utilities Permits Manager~~

DRAFT CLASS PLAN INDEX

*(Continued Class Plan Index Page Two)*

**VIII. PROTECTIVE SERVICES JOB FAMILY**

C. INSPECTIONS GROUP

This group includes classifications responsible for examining the condition of structures, fixtures, equipment, and the operations of establishments, in order to verify compliance with and enforcement of regulatory safety laws.

|      |  |
|------|--|
| 3033 | Airworthiness Specialist   |
| 0176 | Assistant Chief Building Official  |
| 0177 | Chief Building Official  |
| 1773 | Building Compliance Specialist   |
| 1768 | Building Inspector I   |
| 1769 | Building Inspector II  |
| 1770 | Inspection Supervisor*   |
| 1771 | Inspection Manager   |
| 1115 | Residential Plans Examiner   |
| 1116 | Master Plans Examiner  |
| 1117 | Building Plans Examiner Supervisor   |
| 0119 | Chief Zoning Official  |
| 1019 | Construction Inspector I (Civil)   |
| 1020 | Construction Inspector II (Civil)  |
| 1120 | Fire Protection Plans Reviewer   |
| 1782 | Electrical Inspector I   |
| 1783 | Electrical Inspector II  |
| 1770 | Inspection Supervisor*   |
| 1891 | License Officer  |
| 1894 | License Supervisor   |
| 1895 | License Manager  |
| 1815 | Mechanical Inspector I   |
| 1816 | Mechanical Inspector II  |
| 1770 | Inspection Supervisor*   |
| 1775 | Plumbing Inspector I   |
| 1776 | Plumbing Inspector II  |
| 1770 | Inspection Supervisor*   |
| 1789 | Property Maintenance Inspection Trainee  |
| 1790 | Property Maintenance Inspector   |
| 1796 | Property Maintenance Inspection Supv <b>OR</b> 1793 Property Mnt Inspection Spec |
| 1792 | Property Maintenance Inspection Manager  |

DRAFT CLASS PLAN INDEX

*(Continued Class Plan Index Page Three)*

1886 Weights and Measures Inspector  
0287 Sealer of Weights and Measures

1866 Solid Waste Inspector

**XXXX Utilities Permits Specialist**  
1043 *Utilities Permits Manager*