

**(Proposed Specification)**

**UTILITIES PERMITS SPECIALIST**

**DEFINITION**

Under direction, is responsible for specialized and technical work in the consolidated utilities permits and inspections office; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

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;

May research and sign off on sewer approval for building cards, a requirement for occupancy, after inspections are performed;

Prepares technical reports; maintains files and records of work activities.

**GUIDELINES FOR CLASS USE**

This classification is to be used only by the Utilities Permits Office in the Department of Public Utilities.

**MINIMUM QUALIFICATIONS**

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.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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.

Probationary Period: 365 Days  
Examination: Competitive

Job Family/Group: Protective Services/Inspections  
EEO/DOJ Job Category: Technician

Class established:  
Current spec:  
Commission action taken: **Create**  
Last reviewed:

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:  
Salary:  
FLSA:

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Appointing Authority

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Date