

## **SEWER USE COMPLIANCE INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized inspection work involving responsibility for reviewing tax maps, tax rolls and database files in order to determine ownership of residential, commercial and industrial properties, and conducting inspections of such properties to determine units of use connected to the sanitary sewer systems. The work is performed under the direction of an administrator or manager of the Rockland County Sewer District #1. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, schedules and conducts onsite inspections of residential, commercial and industrial users within the Sewer district's service area to determine the number of sewer units to be charged in accordance with the local sewer use law;

Inspects properties for illegally connected sump pumps;

Reviews available data and sources in order to implement changes to sewer unit charge determinations;

Responds by mail, phone or in person to requests for information on sewer unit charge determinations;

Contacts property owners to obtain access to residential, commercial or industrial properties and to persuade voluntary compliance with inspection requirements;

Responds to requests for information or data from town or village officials, assessors staffs, etc. regarding submitted sewer unit determinations and changes to be made in tax rolls;

Maintains database and files of new or changed sewer unit determinations, tax roll changes and other relevant data concerning field inspections or actions taken at residential, commercial or industrial properties;

Inspects food service establishments periodically to ensure compliance with the requirement to clean interior grease traps, schedules follow-up visits, as required, and maintains a data base of inspections, findings, fines, etc.;

Corresponds and otherwise contacts property owners and managers regarding compliance with the local law and, as necessary, issues letters of violation for non-compliance;

Meets with town and/or village representatives in order to gather property ownership data, research tax maps, review tax rolls, etc.;

Makes inspections to identify illegal connections to the sanitary system;

Prepares a variety of reports, as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the reading and use of maps\*; good knowledge of laws, rules and regulations relating to sewer use and compliance in Rockland County\*; ability to establish and maintain cooperative relations with others; ability to communicate effectively, both orally and in writing; ability to obtain and record information accurately; ability to perform basic arithmetic computations; ability to use computer software applicable to sewer use compliance; \*ability to conduct sewer use inspections\*.

**MINIMUM QUALIFICATIONS:** An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and one (1) year of office clerical, business, public contact or sewer-related (e.g. inspection, operations) experience.

(over)

**NOTE:** Additional years of the required experience may be substituted for the Associate's degree on a year-for-year basis, up to two (2) years.

\*To be demonstrated during the probationary period.

\*\*Public contact experience involves contact with clients, customers or members of the public that involves persuasion, negotiation, counseling, information-gathering, inspecting, disseminating and clarifying information, or similar activities. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

**SPECIAL REQUIREMENT:** Possession of a valid motor vehicle license or accessibility to transportation to meet field work requirements in a timely and efficient manner.