



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Utilities Inspector
DEPARTMENT: Public Works
DIVISION: Utilities
SUPERVISED BY: Utilities Supervisor or Manager

JOB SUMMARY/OVERVIEW OF THE POSITION:

The Utilities Inspector performs technical work inspecting utilities construction projects to ensure compliance with applicable standards, federal, state, and local regulations. Work includes inspecting projects involving Utility Department buildings, facilities, and infrastructure to ensure that materials, methods, and sizing meet local and state codes and established project specifications. This position also includes operating the camera truck to inspect existing water and wastewater lines, identifying issues such as blockages, leaks, and structural defects. Additionally, the Utilities Inspector assists with mapping and routing new water, wastewater, and reclaimed water infrastructure within the City's GIS system to ensure proper geographic placement and documentation. The inspector reviews project plans and specifications, monitors ongoing construction of utilities projects, inspects customer's onsite water and wastewater facilities, and recommends changes to plans to achieve compliance. The position requires collaboration with city officials, engineers, architects, contractors, utility customers, and maintaining detailed records of inspections and project status. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Conduct thorough inspections of water mains, water lines, wastewater force mains, gravity lines, and easements to ensure compliance with city standards and regulations.
- Operate the camera truck to inspect utility lines, identify blockages, damage, or potential failures, and document findings for maintenance or repair action.
- Assist in mapping and routing new water, wastewater, and reclaimed water infrastructure within the GIS system for planning, construction, and maintenance purposes.
- Perform routine and special inspections of water meters and backflow prevention devices, documenting findings and recommending necessary actions.
- Inspect reclaimed water systems and facilities, ensuring adherence to safety and operational standards.
- Assist the project manager in reviewing utility agreements, ensuring all documentation meets city requirements.
- Collaborate with engineering and construction teams to conduct permit inspections, verifying compliance with approved plans and specifications.
- Prepare detailed inspection reports, including photographs, data analysis, and GIS mapping updates, to communicate findings and recommendations to management.
- Maintain accurate records of inspections and compliance activities in accordance with city policies and procedures.
- Stay current on industry regulations, best practices, and new technologies related to utility compliance and inspections.
- Provide excellent customer service by addressing public inquiries and concerns regarding utility compliance and inspections.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General methods and practices used in water, wastewater, and utility trades.
- Tools and equipment used in construction, maintenance, and inspections, including camera trucks and GIS mapping tools.
- Principles of record keeping, data entry, and computer systems.
- Occupational hazards, standard safety practices, and customer service principles.

Ability to:

- Operate camera truck and other utility inspection equipment safely and effectively.
- Analyze line inspections and identify maintenance, repair, or replacement needs.
- Assist in the planning and routing of new water, wastewater, and reclaimed water lines using GIS.
- Read and interpret blueprints, plans, specifications, and manuals.
- Maintain accurate inspection records and update GIS data.
- Communicate clearly and professionally, both orally and in writing, with staff, contractors, and the public.
- Perform physically demanding work, including bending, stooping, climbing, kneeling, and lifting up to 50 pounds.
- Work independently, manage time effectively, and contribute collaboratively as part of a team.
- Maintain punctuality and attendance and uphold high standards of professionalism and integrity.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- High School Diploma or GED equivalent.
- Two (2) years of experience in construction practices for water and/or wastewater utilities, preferably in municipal utilities or equivalent combination of education and experience acceptable to the City.

LICENSES/CERTIFICATIONS:

- Current valid Florida Class E driver's license with satisfactory driving record. CDL, preferred.
- Backflow tester/repair certification.
- Reclaimed water certification, preferred.
- Water Distribution Level III and Wastewater Collections "C" certificate or ability to obtain, preferred.
- Reuse Inspector Certificate or ability to obtain.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE