



Job Description

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.

Job Title: **FOG Inspector**

Department: FOG
Pay Grade: 106
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, this position is responsible for monitoring the discharge of fats, oils and grease (FOG) into the North Charleston Sewer District's (NCSD) sanitary sewer system and inspecting Food Service Establishments (FSE) properties within district territory to ensure compliance with current plumbing codes and NCSD sewer Use ordinance. Reports to the FOG Program Coordinator.

ESSENTIAL JOB FUNCTIONS

- Conducts on-site inspections and monitoring of grease traps/interceptors, oil/water separators, laterals and manholes to determine compliance with the current NCSD Sewer Use Ordinance.
- Investigates, logs and documents complaints from the public and the City regarding possible wastewater violations.
- Investigates, logs and documents the source(s) and cause(s) of sanitary sewer issues involving FOG, petroleum, and/or wet wipes.
- Prepares and issues non-compliance notifications and Notices of Violations (NOV) to owners or establishments, and issues civil penalties as per enforcement procedures.
- Serves as a liaison to homeowners, FSE owners, grease hauling firms and other City Departments/Divisions regarding proper FOG maintenance, handling and disposal as well as ordinance issues; maintains currency in issues and trends related to the discharge of FOGs and in local, state, and federal regulations pertaining to water and sewer utility.
- Develops and maintains compliance inspection schedules, accurate logs, records and documentation relating to work assignments.
- Assists the FOG program coordinator with workshops, presentations, public events, and other programs related to FOG disposal.
- Prepares information brochures, newsletters, and other outreach materials.
- Provides compliance assistances and resolutions to property owners, FSE properties, and non-FSE properties regarding FOG maintenance and non-compliance and ordinance issues.
- Locates new businesses and helps orient the owners to FOG program requirements.
- Prepares, generates, receives and/or reviews various records and reports, including grease removal device sizing requests, maintenance records, etc.

- Operates a vehicle and a variety of equipment, tools, and software.
- Performs routine administrative / office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Associates degree;
- Two (2) years of related inspection experience; or
- Equivalent education, training, and/or experience.
- Experience with inspecting commercial grease interceptors and traps or code enforcement is preferred.

Licenses or Certifications:

- Valid South Carolina driver's license.

Special Qualifications:

- Uses a variety of equipment such as radio, cell phone, strobe lights, safety vest, computer, etc.; a variety of tools such as pry bar, screwdrivers, vice grips, shovel, sledgehammer, etc.; a variety of supplies such as gloves, hand wipes, hand sanitizer, leather gloves, general office supplies, etc.; and a variety of computer software.

Knowledge, Skills and Abilities:

- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of plumbing codes, municipal ordinances and codes, policies and procedures governing proper handling and disposal of FOG.
- Knowledge of inspection techniques and procedures relative to grease traps, Grease Control Devices (GCD) and construction.
- Knowledge of sanitary sewer system operations, to include lateral connections to mainlines and pump stations. Skill in using logic and reasoning to understand, analyze, and evaluate and resolve complex code and ordinance issues and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Skill in developing and maintaining cooperative and professional relationships with citizens, and representatives from other departments and organizations.
- Skill in evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters.
- Skill in the compilation of records and information necessary in the preparation of the various reports required by local and state regulations.
- Skill in the use of Microsoft Word, Excel, and Outlook as well as GIS databases
- Ability to communicate effectively, tactfully, courteously, and persuasively with property owners and members of the public in difficult situations which may arise.
- Ability to communicate complex ideas and proposals effectively so others will understand, to include preparation of reports, presentations, proposals, agendas, and policies.
- Ability to listen and understand information and ideas presented verbally and in writing.
- Ability to establish and implement effective administrative procedures.

- Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology.
- Ability to ensure compliance with applicable standards and regulations.
- Ability to perform required mathematical calculations with minimal errors.

PHYSICAL DEMANDS

The work is medium to heavy work. This requires exerting up to 75 pounds of force occasionally, up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

Works inside in environmentally controlled spaces; but the position will frequently work in adverse environmental conditions (e.g., heat, cold) for moderate periods of time and may be exposed to grease, odors, and/or fumes.

The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date