



## Career Service Authority

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# Wastewater Systems Data Investigator

### GENERAL STATEMENT OF CLASS DUTIES

Conducts investigations and processes information for the sanitary and storm drainage billing system.

### DISTINGUISHING CHARACTERISTICS

The Wastewater Systems Data Investigator is responsible for verifying and insuring that billing statements are accurate and correct; this position has no supervisory responsibilities. The Water Quality Investigator is responsible for enforcing compliance and may issue citations; this position may perform lead work on a job by job or rotating basis.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgement are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

No supervisory responsibilities.

## ESSENTIAL DUTIES

Operates computerized photogrammetric equipment and GIS (Geographic Information System) software to measure the amount of impervious area within a land parcel to create and maintain a storm drainage database.

Position performs on-site inspections of commercial and residential land parcels to gather documentation for calculating the impervious areas of land parcels and to determine the number of sanitary connections that have been attached to the sanitary system.

Performs land area calculations using algebraic equations, integral calculus and analytic geometry.

Performs sanitary and storm drainage investigations, for disputed billings and to verify compliance to specific rules, regulations, statutes, municipal ordinances and may perform dye reading testing as needed.

Maintains records of completed inspections and computed records for billing purposes; verifies statistical data for updating the database.

Explains rules, regulations and municipal ordinances to the public; may represent the City in legal actions or on special investigative regulatory boards.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Reading** - Learns from written material by determining the main idea or essential message; ability to recognize correct English grammar, punctuation and spelling.

**Writing** - Uses correct English grammar, punctuation and spelling to communicate thoughts, ideas, information and message in writing.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

**Arithmetic/ Mathematical Reasoning** - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Reasoning** - Discovers or selects rules, principles, or relationships between facts and other information.

**Mental Visualization** - Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information. For example, sees a building from a blueprint, or sees the flow of work activities from reading a work plan.

**Memory** - Recalls information that has been presented previously.

**Applies Technology to Tasks** - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

**Organizational Awareness** - Knows how social, political, organizational, and technological systems work and operates effectively with them. This includes the policies, procedures, rules and regulations of the work unit or organization.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

**Self-Esteem** - Believes in own self-worth, maintains a positive view of self, and displays a professional image.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Knowledge of Geographic Information System software sufficient to be able to compile a computerized geographical database.

Knowledge of algebra, calculus and trigonometry sufficient to be able to compute land areas, calculate volumes and perform associated calculations as needed.

Skill in using a computer for data entry and retrieval.

Skill in examining information related to the work assignment for completeness, correctness and accuracy.

Skill in performing field investigations.

Skill in interpreting and applying written guidelines, precedents, work practices to standardized work situations, or on specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in maintaining automated files and records.

Skill in using a computer for data entry and retrieval.

Skill in utilizing a geographical database.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.

Skill in establishing and maintaining effective working relationships with employees, policy making bodies, various representatives of public or private entities and the public.

Skill in interpreting and explaining rules and regulations to others.

***Physical Demands:***

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mathematical Reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

Lifting: raising or lowering an object 10-25 pounds.

***Working Environment:***

Temperature Changes: variations in temperature from hot to cold.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Exposure: may be exposed to extremes of heat and cold in all weather conditions.

***Education Requirement:***

Graduation from high school or GED Certificate, supplemented by completion of course work in Algebra, Geometry and Trigonometry.

***Experience Requirement:***

Two years of experience, one year conducting investigations or inspections that included reading site plans, blueprints, property maps, legal descriptions explaining policies, procedures, statutes, rules and/or regulations; and one year working with Geographic Information Systems software.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" Driver's License is required at the time of application.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/95

**REVISED DATE:** 11/01/02

**REVISED BY:** John F. Hoffman

**CLASS HISTORY** The minimum experience requirement was revised to be more inclusive of related knowledge, skills and abilities related to essential duties and responsibilities within this position.