



# City of Bradenton Job Descriptions

## **Job Title: FOG SPECIALIST / PREVENTIVE MAINTENANCE**

<b>Date Prepared:</b>	May 28, 2015
<b>Department/Location:</b>	Public Works & Utilities
<b>FLSA Status:</b>	Non-exempt
<b>Bargaining Unit:</b>	AFSCME
<b>Classification:</b>	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
<b>Schedule:</b>	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
<b>Supervision Exercised:</b>	None
<b>Supervision Received:</b>	Crew Chief, Supervisor & Superintendent

**General Purpose of the Position:** This is a responsible, technical position working in both office and field environments to determine if commercial users are in compliance with prevailing regulatory codes and local ordinances. Minimal supervision is required from Asst. Superintendent & Superintendent except in difficult or extraordinary circumstances. The position requires exercise of independent judgment, while working within established procedures. Work is reviewed through discussion, observation, and the results obtained. In addition to the FOG assignment, the employee will be also performing the preventive maintenance on the lift stations within our collection system.

### **Essential Duties and Responsibilities:**

- Coordinates the City's Grease Prevention Program. Locates, identifies, inspects and monitors food service establishments for compliance with applicable regulations and conformance with permit requirements.
- Prepares inspection reports and conducts follow-up activities to verify compliance.
- Prepares Fats, Oil and Grease (FOG) Best Management Practices guides for food service establishments to help educate and gain their compliance
- Inspects commercial users for compliance with applicable regulations, proper operation of grease interceptors/traps, oil and water separators and lint traps. Compiles evidence for illicit discharges, and verifies maintenance conducted per permit requirements.
- Maintains the code violation and permit databases (permitting, payments, inspection reports, compliance tracking, and enforcement). Compiles and analyzes data for departmental reports.
- Performs searches in Property Appraiser Database and the City of Bradenton utilities databases to obtain property boundaries, ownership, property age and water usage information.
- Receives calls, answers customer's inquiries, educates customers regarding Ordinance and permit requirements. Meets with customers, schedules meetings with Utilities Section Manager as required.
- Prepares and transmits correspondence related to code violations.
- Researches documents related to internal and external requests.



# City of Bradenton Job Descriptions

- Canvasses the City of Bradenton sanitary sewer system for new and existing industrial users, commercial users, privately owned collection and transmission systems for inclusion into the permitting programs. Reviews permit applications and prepares associated documentation.
- Initiates and implements enforcement actions for users in non-compliance with applicable state and local regulations.
- Compiles statistical data to create various forms, graphs, charts, spreadsheets, and reports to be utilized departmentally and to be included as parts of reports to local, state or federal government agencies.
- Prepares and issues permits.
- Inspect and perform preventive maintenance on lift stations.
- Performs related work as required.

## **Skills and Physical Abilities Required:**

- Ability to make independent judgments and decisions.
- Knowledge of materials used in the construction and maintenance of water and wastewater facilities, water distribution and wastewater collection systems.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of job-related software as required by Department.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

**Computer Equipment and Software Requirements:** Mobile radio, telephone, copier, scanner, proficiency in MS Office software, Public Stuff Pro software, and the ability to adapt to other software programs with ease. Non-CDL vehicles and light equipment, pumps, power valve turner, trencher, generators, radio, computers, concrete saw, and miscellaneous hand tools including shovels, sledge hammers, wrenches, pipe cutters, ratchets, saws, etc.. If necessary and upon pre-approval by management, incumbent may operate CDL-class vehicles if properly licensed. Safety training and equipment are provided.

**Education and Experience Required:** High school diploma or GED. Good driving record and valid Florida driver's license. Five (5) years of diversified wastewater collection, pumping or treatment experience of a lift station collection system. **Successful completion of an approved Fats, Oils and Grease Management certification is required within 6 months of employment.** Ability to obtain Industrial Pretreatment FOG Management Level I or Level II certifications within an agreed upon time period.

**Environmental Conditions:** Indoors office work and outside work in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction



# City of Bradenton Job Descriptions

equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

**Commercial Driver License (CDL):** A Commercial Driver License (CDL) is not required for this position. However, if necessary and upon pre-approval by management, incumbent may be assigned to operate CDL-class vehicles.

**Pay Grade:** 113

**Salary Range:** Minimum: \$15.26/hour Maximum: \$22.89/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Approved:**

**Department Director** \_\_\_\_\_

**Date** 12-29-16

**Human Resource Director** \_\_\_\_\_

*manager*

**Date** 1/13/17

\*Updated Dec 2015

\*\*Updated Jun 2016