



# City of Tempe

## CLOSED-CIRCUIT TELEVISION INSPECTOR I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	597	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Compliance Inspector II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range			

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the Closed-Circuit Television (CCTV) Inspector series. This classification is distinguished from the CCTV Inspector II+ by the performance of more routine tasks and duties within the series. Employees may have limited directly related work experience.

**REPORTING RELATIONSHIPS**

Receives direct supervision from the Water Utility Supervisor or other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of experience inspecting or repair of wastewater, stormwater or flood irrigation systems. Operating CCTV equipment and software, Geographic Information System (GIS), Asset Management, and/or CCTV software program experience is preferred.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid Class A Commercial Driver's License (CDL) with tanker endorsement.</li> <li>● Possession of an Arizona Department of Environmental Quality (ADEQ) Grade 1 Wastewater Collection System Operator Certification.</li> <li>● Possession of, or required to obtain within twelve (12) months of hire, the following certifications:               <ul style="list-style-type: none"> <li>○ ADEQ Grade 1 Water Distribution System Operator Certification</li> <li>○ CCTV vendor-specific equipment training certification at operator and technician level</li> <li>○ CCTV vendor-specific software training certification at operator and technician level</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification</li> <li>● NASSCO Manhole Assessment Certification</li> </ul>
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**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. The primary function of the CCTV Inspector position is to protect the integrity of, and effectively assess, the City of Tempe’s wastewater collection, stormwater and flood irrigation conveyance systems. This is accomplished through a variety of skilled work in the operation of closed-circuit camera equipment and performance of a variety of maintenance duties and inspection in the control of wastewater system odors.

**OTHER DUTIES AS ASSIGNED**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Adhere to safety regulations and safe work practices at job sites including traffic/barricade compliance, proper trenching and shoring procedures and competent person and confined space entry procedures;
- Provide customer service to other City sections, divisions and departments, and outside agencies and respond to internal and external customer inquiries pertaining to flood irrigation, wastewater and stormwater systems.
- Assist in generating reports and provide technical information to Water Utilities Division staff, the public, other City departments, outside agencies, consultants, developers, designers and utility companies.
- Assist in the inspection and coding of internal pipe conditions of Tempe’s Municipal Sanitary Sewer System.
- Resolve work orders from internal and external entities for CCTV work to be performed on flood irrigation, wastewater and stormwater collection systems supported by the Water Utilities Division. Review, update, open and close work orders using the City’s asset management system.
- Assist in reviewing as-builts and performing mechanical final inspections for wastewater, stormwater and flood irrigation systems; coordinate with City Inspectors and contractors to meet City standards.
- Assist in the inspection of wastewater, stormwater and flood irrigation appurtenances using a remote-controlled CCTV camera.
- Read and interpret GIS utility maps.
- Enter, review and maintain data for accuracy in pipeline inspection reporting software and asset management system.
- Inspect, maintain, operate and repair a variety of highly specialized equipment to complete inspections and assess internal pipeline conditions.

- Measure hazardous atmospheric conditions in confined spaces using gas detection equipment.
- Install and/or coordinate traffic control devices using cones and barricades; route and control traffic around work site.
- Identify equipment needs for each assigned project; inform supervisor of equipment conditions and repairs needed and resolve issues independently.
- Assist in sewer tap locations and sewer dye tests to ensure the accuracy of wastewater connections.
- Assist in operating pole and push cameras.
- Assist in writing procedures for the operation of equipment.
- Provide back-up for Underground Utility Coordinators (Blue Stake).
- Perform mechanical final inspections for water, wastewater, stormwater and flood irrigation appurtenances.
- Serve as secondary contact with the CCTV Truck contractor/vendor.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective April 2022 (flex classification series)*

*Revised May 2022 (update market group)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: CCTV Inspector I**

**Job Code: 597**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?	X	

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*			X	
Electrical*	X			
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*		X		
Computer Software				X
Fumes			X	
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water			X	
Extreme Heat			X	
Extreme Cold		X		
Office Setting			X	
Confined Spaces		X		
Excessive Noise**			X	
Heights			X	
Sewage Exposure			X	
Bodily Fluid Exposure			X	

ENDURANCE				
Sit				X
Stationary / Stand		X		
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs	X	X
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs	X	X
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- CDL License, Class A, with a Tanker Endorsement

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**