



# City of Tempe

## CLOSED-CIRCUIT TELEVISION INSPECTOR II+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	180	<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 [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS
This is the full journey level classification in the Closed-Circuit Television (CCTV) Inspector series. Employees within this classification are distinguished from the CCTV Inspector I+ by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work function. Positions within this classification are staffed flexibly and may be filled by advancement from the CCTV Inspector I+ series or from an open recruitment.

REPORTING RELATIONSHIPS
Receives direct supervision from the Water Utility Supervisor or from other supervisory or management staff.
The CCTV Inspector II+ will serve as the subject matter expert to other staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of experience inspecting wastewater, stormwater or flood irrigation systems, including operating closed-circuit television equipment and software, and sewer cleaning equipment truck. Operating Geographic Information System (GIS) or Asset Management software 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 and an ADEQ Grade 1 Water Distribution System Operator Certification.</li> </ul>

	<ul style="list-style-type: none"> <li>● Possession of, or required to obtain within twelve (12) months of hire, an ADEQ Grade 2 Wastewater Collection System Operator Certification and ADEQ Grade 2 Water Distribution System Operator Certification.</li> <li>● Possession of National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification.</li> <li>● Possession of NASSCO Manhole Assessment Certification.</li> <li>● Possession of, or required to obtain within twelve (12) months of hire, CCTV Vendor-Specific Equipment Training Certification at Operator and Technician Level and CCTV Vendor-Specific Software Training Certification at Operator and Technician Level.</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 and effectively assess Tempe’s wastewater collection, stormwater and flood irrigation conveyance systems through a variety of skilled work in the operation of closed-circuit camera equipment, and to perform a variety of maintenance duties 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 are observed 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; provide customer service to all Tempe residents and other parties impacted by Municipal Utilities services.
- Create, review and generate reports and provide technical information to Water Utilities Division staff, the public, other City departments, outside agencies, including engineers, developers, designers and utility companies.
- Inspect, assess and code internal pipe conditions of the City of Tempe’s Municipal Sanitary Sewer System using NASSCO Pipeline Assessment procedures.
- Respond to and answer internal and external customer inquiries pertaining to flood irrigation, wastewater and stormwater systems.
- Review, read and interpret a variety of utility maps, as-built prints, construction plans and GIS system and other computer mapping systems.
- Create, track and resolve work orders based upon requirements from internal and external entities for CCTV work to be performed on wastewater and stormwater collection systems, supported by the Water Utilities Division.

- Organize the inspection of wastewater, stormwater and flood irrigation appurtenances using a remote CCTV camera and software.
- Prepare and maintain reports and records regarding daily work activities.
- Provide training to lower level staff in the operation and maintenance of equipment; review and update procedures for the operation and maintenance of equipment.
- Manage and organize inspection history to be utilized for analysis and planning.
- Assist in reviewing organizational goals and objectives; discuss job duties and performance expectations; set performance goals;
- Read and interpret the GIS utility maps.
- Enter, review and maintain data for accuracy using pipeline inspection reporting software and computerized asset management system.
- Review, update, open and close work orders using computerized asset management system.
- Inspect, operate, maintain and repair a variety of highly specialized equipment to inspect and assess internal line conditions.
- Assist with work section budget; monitor, review and control expenditures.
- Use appropriate safety equipment and procedures; exercise independent judgment to ensure a safe work area.
- 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.
- Respond and provide direction to contractors, City employees and the public in emergency situations to prevent further damage and lessen health and safety hazards.
- Independently operate pole and push cameras.
- Operate cleaning truck, as needed, to clear mains for inspection; serve as back-up to Utility Services Technicians as needed.
- Perform Underground Utility Coordinator (Blue Stake) duties when needed.
- Perform mechanical final inspections on water, wastewater, stormwater and flood irrigation appurtenances.
- Review as-builts and perform mechanical final inspections for the City of Tempe’s municipal wastewater, stormwater and flood irrigation systems; coordinate with City Inspectors and contractors to meet City standards.
- Serve as primary contact with the CCTV Equipment contractor/vendor.
- Train other personnel in the policies, procedures, equipment and pertinent rules and regulations used in CCTV inspections.
- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective September 2005</i></p> <p><i>Revised October 2016 (update job title, purpose statement, job duties, min qualifications and add physical/activities)</i></p> <p><i>Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)</i></p> <p><i>Revised April 2020 (update licenses/certs and job duties)</i></p> <p><i>Revised June 2020 (update licenses/certs)</i></p> <p><i>Revised April 2022 (flex classification, reporting relationship, min quals, and job duties)</i></p> <p><i>Revised May 2022 (update market group)</i></p>

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: CCTV Inspector II**

**Job Code: 180**

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**