

BUSINESS INSPECTION OCCUPATIONAL GROUP [121]**ASSOCIATE WATER USE INSPECTOR****Duties and Responsibilities**

This class of positions performs field and supervisory work and enforces rules and regulations as they relate to the metering, sale and use of City water; directs inspection programs. All personnel perform related work. There are three assignment levels within this class of positions. The following are typical assignments within this class of positions.

Assignment Level I

Plans, schedules and directs work of a group of assigned employees. Trains subordinates as required and provides supervision.

Conducts field inspections for evidence of meter defects and tampering and issues appropriate violations. Performs minor meter repairs.

Assists in the preparation of reports of violations and summons activity and prepares violation reports. Reviews meter reading records and reports for possible inaccuracies and high or low water consumption. Provides testimony for the Department before the Environmental Control Board.

Directs moderate sized Borough-wide Water Use Inspection Programs. Is in responsible charge of all inspectorial aspects of a Borough office and field force. Drives a motor vehicle.

May temporarily perform the duties of a Level II Associate Water Use Inspector.

BUSINESS INSPECTION OCCUPATIONAL GROUP [121]**ASSOCIATE WATER USE INSPECTOR** (continued)**Assignment Level II**

Directs one or more moderate-sized Borough-wide Water Use Inspection Programs by assigning, supervising, counseling and evaluating the work of inspectors of lower rank; preparing in-service training programs; planning and directing special programs and surveys; and interpreting and enforcing the rules and regulations of the Department.

Assists the director of a major Borough-wide Water Use Inspection Program engaged in these activities. Reviews, evaluates, and advises on any submissions pertaining to the sale and use of water. Prepares and reviews reports and, when required, makes special inspections.

Directs follow-up inspections where warnings and violations have been issued based on management information service reports. Reviews and prepares reports of summons activity and violations for submission for data processing and management information service reports. Coordinates summons and violation submission to the Environmental Control Board, including personnel required to appear before the Board. Reviews cases to be submitted to the Environmental Control Board and assists at the hearings, including giving testimony. Provides technical assistance to the Administrative Law Judge of the Environmental Control Board.

May assist in the planning of inspection programs based on data processing reports and management information service projections. May represent the Department at the Environmental Control Board. May be in charge of a meter testing station. May serve as assistant to a Level III Associate Water Use Inspector. May drive a motor vehicle.

May temporarily perform the duties of a Level III Associate Water Use Inspector.

BUSINESS INSPECTION OCCUPATIONAL GROUP [121]**ASSOCIATE WATER USE INSPECTOR** (continued)**Assignment Level III**

Is in responsible charge of all inspectorial aspects of a Borough Office and field force. Supervises and directs all facets of major Borough-wide Inspection Programs or City-wide testing programs, including all field and office functions. Interprets and advises on all matters pertaining to the Departmental regulations and matters concerning the sale and use of water.

May assist an Administrative Law Judge of the Environmental Control Board requiring technical expertise.

Analyzes and evaluates data processing and management information service reports using them to establish inspection programs and to effectively utilize subordinate employees.

Consults with agency attorneys on violations of the Administrative Code and other laws and rules as they apply to the sale, metering and use of New York City water.

Coordinates related activities with other agencies and may represent Department in relation to sale, metering and use of New York City water. Develops programs to improve the efficiency of the area in which the supervisor is in charge.

May represent the Department at hearings of the Environmental Control Board. May serve as assistant to the Chief Water Use Inspector. May drive a motor vehicle. May temporarily perform the duties of the Chief Water Use Inspector. May testify as a witness on behalf of the Department at hearings and judicial proceedings.

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ASSOCIATE WATER USE INSPECTOR (continued)

Qualification Requirements

1. Three years of satisfactory full-time mechanical experience in plumbing or in water use inspection, one year of which shall have been in a supervisory capacity; or
2. Education and/or experience equivalent to "1" above.

License Requirement

A Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

Direct Lines of Promotion

From: Water Use Inspector
(34615)

To: Chief Water Use
Inspector (34665)