## **Issue Analysis Form**

Date: September 13, 2022

Item: Utility Department - Reclassification [Utilities Inspector]

Lead Department(s): Human Resources/Utilities

Contact Person(s): Corrie Hurt, HR Director and Frank Haltom, Director Utilities & Engineering

### **Description and Current Status**

The Utilities Department received approval to fund a Part-Time Utility Worker III during the FY2023 budget process. This position has not yet been filled / remains vacant. Stormwater responsibilities recently transitioned from Community Development and Code Compliance to the Utilities Department, and no personnel was transferred with this shift. Due to workload demands, the Director of Utilities & Engineering is requesting a reclassification of the vacant Part-Time Utility Worker III position to a newly created Full-Time Utilities Inspector. A job description has been created, and the recommended grade is 314. There is no increased fiscal impact for FY2023, with an estimated November 1, 2022 fill date. The full year estimated impact, FY2024 and beyond is \$26,703 [net of future pay increases and benefit rate changes]. Staff does recommend paying 25% of the salary and benefits for this position using Stormwater Fees accounted for within the Stormwater Fund. The FY2023 adopted budget includes a Stormwater Fund contingency of \$48,200, and a budget transfer from Stormwater Fund Contingency to Stormwater Salary and Benefit lines of \$11,968 to cover 25% of the salary and benefits is requested.

Board Action Requested: Authorize change to FY22-23 Position Control Chart, reclassifying the vacant Part-Time Utility Worker III position to a Full-Time Utilities Inspector, with the Stormwater fund as the recommended funding source. A budget transfer of \$11,968 from Stormwater contingency to salary and benefit lines is requested as follows.

Stormwater Contingency	0220-04-104-2121-49199	(11,968.00)	Decrease	
Stormwater Salaries	0220-04-104-2121-41100	8,509.00	Increase	
Stormwater FICA	0220-04-104-2121-42100	651.00	Increase	
Stormwater Retirement	0220-04-104-2121-42210	1,399.00	Increase	
Stormwater Health Insurance	0220-04-104-2121-42300	996.00	Increase	
Stormwater Group Life Insur	0220-04-104-2121-42400	114.00	Increase	
Stormwater Disability Insur	0220-04-104-2121-42500	45.00	Increase	
Stormwater Workers Comp.	0220-04-104-2121-42700	254.00	Increase	
Government Path			. X45	
Does this require IDA action	?	□Yes	√No	
Does this require BZA action	n?	∐Yes	✓No	
Does this require Planning C	Commission action?	☐Yes	✓No	
Does this require Board of S	Supervisors action?	√Yes	□No	
Does this require a public he	earing?	∏Yes	√No	
If so, before what date?	-			

### Fiscal Impact Statement

There is no fiscal impact for FY2023, however staff recommends that 25% of salary and benefits be covered by the Stormwater Fund (stormwater fees). The annual fiscal impact for FY2024 and beyond is \$26,703 (net of pay increases and benefit rate changes). A budget transfer from the Stormwater Fund contingency to salary and benefits lines totaling \$11,968 is requested.

### County Impact

Approval of this position change will allow for completion of needed Utilities inspections, and will assist in meeting the workload demands of the recently transferred Stormwater program.

Notes	THE YEAR	. 5 12 - 1	FULL SET	

## Board of Supervisors County of Prince George, Virginia

### Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13<sup>th</sup> day of September, 2022:

Present:		Vote:
Marlene J. Waymack, Chair		
Donald R. Hunter, Vice-Chair		
Floyd M. Brown, Jr.		
Alan R. Carmichael		
T. J. Webb		
A-4		
On motion ofunanimously, the following Resolut	, seconded by ion was adopted:	, which carried

RESOLUTION; CHANGE TO FY 2022-2023 POSITION CHART WITH THE FOLLOWING CHANGES *AND* FY 2022-2023 BUDGET TRANSFER (\$11,968)

- Convert Part-Time Utility Worker III to Full-Time Utilities Inspector [Utilities and Stormwater Fund budgets]
- Approve Budget Transfer to allow for 25% of salaries and benefits to be paid from Stormwater Fees accounted for within the Stormwater Fund

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of September, 2022 hereby approves the requested changes to the FY 2022-2023 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of September, 2022, does hereby authorize the following amendment / transfers among accounts within the 2022-2023 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George;

FUND/ORGANIZATION		<u>AMOUNT</u>
<b>Budget Amendment:</b>		
Stormwater Fund		
Expenditure – Increase:		
0220-04-104-2121-41100	Stormwater Salaries	\$8,509.00
0220-04-104-2121-42100	Stormwater FICA SS/Medicare	\$ 651.00
0220-04-104-2121-42210	Stormwater VRS Retirement	\$1,399.00
0220-04-104-2121-42300	Stormwater Health Insurance	\$ 996.00
0220-04-104-2121-42400	Stormwater Group Life Insur	\$ 114.00

**County Administrator** 

0220-04-104-2121-42500 0220-04-104-2121-42700	Stormwater Disability Insur Stormwater Worker's Compensation	\$ \$	45.00 254.00
0220-04-104-2121-49199	SUB-TOTAL Stormwater Fund Contingency	<b>\$1</b>	<b>1,968.00</b> 1,968.00)
A Copy Teste:			
Jeffrey D. Stoke	_		

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County.

	Funded	Funded	Funded	Funded	Funded	Funded Change from Adopted	
	Amended <u>FY 19-20</u>	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	(Amendments) FY22-23	Change NOTES
NIMAL CONTROL [0611]							
Animal Control Officer	3	3	3	3	3	0	
Manager I, Animal Control	1	1	- 1	1	1	Ö	
Coordinator, Animal Adoption Services	1		1		1	0	
Kennel Attendant - Full-Time	1	1	213	1	1	.0	
Kennel Attendant - Part Time	0	0	0	0	0	.0	
otal Employees	6	6	6	6	6	0	
ASSESSOR [0401]					16	14	
Real Estate Appraiser I or II	2	2	1	1	1_	0	
Senior Real Estate Appraiser	0	0	2.48	31	1	0	
Real Estate Assessor	1	1	1	_1	1	0	
Coordinator IV, Real Estate Operations	1	1	1		1	0	
Real Estate Technician	1	1	1	1	1_	0	
otal Employees	5	5	5	5	5	0	
OARD OF SUPERVISORS [0100]  Clerk to the Board of Supervisors	+	-1	1	- 1	-	Ö	
otal Employees	1	- 1	31	1	- 1	0	
RCUIT COURT CLERK [0202]							
Office Associate I	0	0	0	0	0	0	
Chief Deputy	1	1	1	1	1	0	
Clerk of Circuit Court	1	- 1	- 1	- 1		0	
Deputy Court Clerk I	3	3	2	2	2	0	
Deputy Court Clerk II	1	1	2	2	2	0	
otal Employees	6	6	6	6	6	0	
CIRCUIT COURT JUDGE [0902]							
Court Administrator	3	- 1	1		1	0	
otal Employees	3	1	1	0.0	1	0	
OMMISSIONER OF THE REVENUE [0200]		7411					
Tax Compliance Auditor	0	0	0	0	0	0	
Deputy License Inspector	3	1	1	1	11	0	
Commissioner of the Revenue	1		1	1	1	0	
Deputy Commissioner of Revenue	3	3	3	3	3	0	
Senior Deputy Commissioner of Revenue	0	0	0	0	0	0	
Chief Deputy Commissioner of Revenue	1		. 1	1	1	0	
otal Employees	6	6	6	6	6	0	
COMMONWEALTH'S ATTORNEY [0204]	0	0	0	0	0	0	
Administrative Associate		U	U	U	.0:		

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County:

	Funded	Funded	Funded	Funded	Funded	Funded Change from Adopted	
	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	(Amendments) FY22-23	Change NOTES
Office Manager	1	1.	1	1	10	0	
Legal Assistant	2	2	2	2	2	0	
Office Associate I	0	0	0	0	0	0	
Asst. Commonwealth's Attorney FT	3	3	3	2	2	0	
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0	
Deputy Commonwealth's Attorney FT	0	0	0	1.	1	0	
Commonwealth's Attorney	1	1	1	- 1	1	0	
tal Employees	7.5	7.5	7.5	7.5	7.5	0	
DMMUNITY CORRECTIONS [2179 / 2178]							
Dir of Community Corrections	1	1	1	1	1	0	
Manager IV, Corrections Program Management	1	1	1	- 1	1	0	
Probation Officer	4	4	4	4	4	0	
Administrative Support Specialist II	1	1	1	11	1	0	
stal Employees	7	7	7	7	7	0	
DMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179] Office Manager	- 1	1	1	1	- 1	0	
Pretrial Officer	3	3	3	2	2	0	
Pretrial Officer (PT)	0	0	0	0	0	0	
Pretrial Investigator	1	1	1	1		0	
otal Employees	5	5	5	4	4	0	
RUG COURT [0920]							
Drug Court Administrator	0		1			0	
otal Employees	0			1	1	0	
	~	- 60					
DMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300] Office Mariager	1		9	1		0	
Deputy Director/Building Official			<del></del>	_		0	
Deputy County Administrator Community Development & Code Compliance	1	1	1	1	1	0	
Deputy County Administrator, Community Development & Code Compliance Director of Community Development & Code Compliance	Ö	0	0	Ö	0	0	
Plans Reviewer	-1	1	1	- 1	1	0	
Permit Technician II	- 1	1		-	1	0	
Permit Technician I	$\rightarrow$		<del>i</del> _	- 1	1	0	
Coordinator IV, Environmental Program	1	1	i	_ i	1	0	
Senior Building Inspector	3	3	3	3	3	0	
Administrative Support Specialist II	0	0	ő	0	0	0	
Office Associate II (PT)	0	o o	ő	Ö	0	Ö	
Planner	- 0	0	0	0	0	0	
	0	0	ő	Ö	Ö	Ö	
Manager VI, Planning otal Employees	10	10	10	10	10	o o	

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# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County,

	Amended FY 19-20	Funded Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Funded Amended FY 22-23	Funded Change from Adopted (Amendments) FY22-23	Change <u>NOTES</u>
OUNTY ADMINISTRATION [0101]	46	4	1	241	9.00	0	
County Administrator			<del>- i -</del>	ó	ó	0	
Deputy County Administrator  Executive Assistant/ Deputy Clerk	0	0	Ö	ő	Ö	0	
	0	0	0	0	1	1	Approved 7/12/2022
Public Information Officer	0	0	0	0	Ö	0	representations
Project Management Specialist	2	2	2	- 1	2	1	
otal Employees	2		2		•		
OUNTY ATTORNEY [0102]		- 0	65	20	555		
Senior Legal Assistant	- 4	30			_1_	0	
County Attorney	1				1		
County Attorney (PT)	0.5	0.5	0,5	0.5	0,5	0	
otal Employees	2.5	2,5	2.5	2.5	2.5	0	
OUNTY GARAGE [0502]							
Mechanic	2	2	2	2	2	0	
Master Mechanic	0	0	0	0	0	0	
Apparatus Technician	2	2	2	2	1	-1	
COLD TO SERVICE OF THE SERVICE OF TH	cost	2521	0	0	1	210	Reclassification approved August 9, 2022 (Apparatus Technician to Fleet Superviso
Fleet Supervisor	0	0			- 1	0	[Apparatus reciffician to reet duperviso
Manager IV, Fleet	1	21	1	1		0	
Administrative Support Specialist III	0	0	1	1	1	0	
otal Employees	5	5	6	6	6	300	
CONOMIC DEVELOPMENT [2151]							
Administrative Support Specialist II	0	0	0	0	0		
Executive Assistant	1	1	1	1	1	0	
Specialist, Economic Development	1	1	1	1	1	0	
Director, Economic Development	0	0	0	1	11	0	
otal Employees	2	2	2	3	3	0	
MERGENCY COMMUNICATIONS CENTER [0603]							
Communications Officer	14	14	14	14	14	0	
Communications Supervisor	2	2	2	2	2	0	
Manager VI (formerly V), Emergency Communications Center	1	1	1	- 1	1	0	
otal Employees	17	17	17	17	17	0	
INANCE [0402]							
Accounting Clerk		1		1	1	0	
		- 1		- i	i	0	
Payroll Specialist		- 1	- 1	- 1		0	

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County Funded Funded Funded Funded Funded Change from Adopted Amended FY 21-22 Amended FY 20-21 Adopted FY 22-23 FY 22-23 FY22-23 FY 19-20 Accounting Supervisor
Financial Reporting Accountant
Director of Finance
Deputy County Administrator, Finance
Procurement Officer
Total Employees FIRE & EMS [0610] RE & EMS [0610]
Director of Fire & EMS
Fire & EMS Chief
Deputy Director of Fire & EMS
Manager II, Fire/EMS Business Management
Captain
Captain (Volunteer Fire/EMS Training
Captain 1
Captain 2
Lieutenant
Lieutenant 1
Lieutenant 2
Logistics Supervisor / Officer 12 12 Lieutenant 2 Logistics Supervisor / Officer EMT/Intermediate/Firefighter EMT/Paramedic/Firefighter Fire Medic 1 10 Fire Medic 1
Fire Medic 2
Fire Medic 3
Fire Medic 4
Administrative Support Specialist II
Total Employees EMERGENCY MANAGEMENT (0612) Approved August 9, 2022 part-time to full-time Emergency Management Deputy Coordinator (FT)
Emergency Management Deputy Coordinator (PT)
Total Employees FIRE & EMS [SAFER GRANT (0615 & 0616)] - BOTH GRANTS LAPSED [POSITIONS REFLECTED IN FIRE & EMS 0610] RE & EMS (SAPER CIRCAN) (10616)
EMT/Paramedic/Firefighter (0616)
Fire Medic (10616)
Fire Medic 2 (0616)
Fire Medic 3 (0616)
Fire Medic 3 (0616)
Fire Medic 4 (10616)
Lieutenant (10616)

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County,  $% \left( \frac{1}{2}\right) =\left( \frac{1}{2}\right) \left( \frac{1}{2}\right)$ 

	Funded	Funded	Funded	Funded	Funded	Funded Change from Adopted	
	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	(Amendments) FY22-23	Change NOTES
Lieutenant 1 [0616]						0	
Lieutenant 2 (0616)							
Captain, Volunteer Fire/EMS Training [0615]	1	. Th	1	0	0	0	
Captain 1 (Volunteer Fire/EMS Training) [0615]						0	
Captain 2 (Volunteer Fire/EMS Training) [0615]						0	
Fire Captain, Volunteer Fire/EMS Training [0615]	0	0	0	0	0	0	
tal Employees	6	6	6	0	0	0	
NERAL PROPERTIES [0504]						MEN	
Office Manager	1	1		1		0	
Building Maintenance Mechanic	4	3	3	3	3	0	
Electrician	0	1	1	1	1	0	
Buildings & Grounds Maint Mech	1	1	1	0	0	0	
Senior Building Maintenance Mechanic	0	0	0	0	0	0	
Maintenance Supervisor	0	0	0	1	1	0	
Deputy Director General Services	Ö	0	0	0	0	0	
General Services Director	1	1	1	7	1	0	
MAN RESOURCES [0103] Human Resources Analyst			1		1	0	
Human Resources Supervisor	0	0	0	0	0	0	
Human Res Technician	1	11	1	1	1	0	
Human Resources Information Specialist	0	0	Ö	0	0	0	
Dir. of Human Resources	1	1	1	1	1	0	
tal Employees	3	3	3	3	3	0	
FORMATION TECHNOLOGY [0403]		15	1	÷	÷	0	
Director of Information Technology		0	0	0	Ö	Ö	
Information Systems Specialist, Applications	0	0	0	0	0	0	
Network Systems Engineer	0	0	0	0	0	0	
Computer / Technical Support Specialist GIS Technician	1	1	1	1	1	0	
	- +				- 1	0	
Coordinator V, GIS		<del>-i</del> -		- 1		- O	
Information Systems Analyst, Business Process	0	2	2	3	3	0	
Information Systems Technician	1	0	0	0	- 6	0	
Information Systems System Engineer	6	6	6	7	7	0	
tal Employees	6	. 6	.0	<i>x</i>	<b>*</b> C	( M)	
ANNING	2	1	7	i i	0	-1	
Administrative Support Specialist II	0	0	0	0	1	1	Approved 7/12/2022
Planning & Zoning Technician	<u> </u>	0	0	0	ó	Ö	THE PARTY OF
Planner		0					

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County,  $\bar{}$ 

	Funded	Funded	Funded	Funded	Funded	Funded Change from Adopted	
	Amended <u>FY 19-20</u>	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	(Amendments) FY22-23	Change NOTES
Manager VI, Planning	1	0	0	0	0	0	
Planner I	0	-1	1	1	1	0	
Planner II	0	1		1	1	0	
Planner	0	0	Ö	0	0	0	
tal Employees	3	3	3	3	3	0	
LICE [0601]	590	72.7	8	90	340	0	
Administrative Support Specialist III	1	1		!_	!_		
Chief of Police		1	1	11	1	0	
Police Sergeant	6	6	6	- 6	6		
Police Captain	1	1	11	1		0	
Police Major		1	11	1	1	0	
Police Officer	44	44	43	44	44	0	
Police Officer First Class						0	
Senior Police Officer							
Master Police Officer						0	
Career Police Officer						0	
Administrative Support Specialist I	- 1	546		1	.10	0	
Crime Analyst	1	1	1	1	1	0	
Administrative Support Specialist III (PTR)	0,5	0,5	0.5	0.5	0.5	0	
Accreditation Manager	0	0	1	1	1	0	
Property & Evidence Technician	0	0	0	0	0	0	
Public Safety Information System Specialist	0	0	0	0	0	0	
Police Lieutenant	6	6	6	6	6	0	
tal Employees	62.5	62.5	62.5	63.5	63.5	0	
CREATION [0505]					121	190	
Sr. Grounds Maintenance Wkr	2	1		!_	!_	0	
Coordinator I, Grounds Maintenance & Tourism		- 23	11	11	1	0	
Coordinator I, Assistant Athletics	1111	1		1	1	0	
Coordinator V, Athletics	1	0	0	0	0	0	
Manager V, Sports & Tourism		1	1	11		0	
Dir. of Parks and Recreation	1	1	1_	1		0	
Coordinator I, Parks Special Activities	1	1	11	1	1	0	
Administrative Support Specialist III		1		1	1	0	
Administrative Support Specialist II	1	0	0	0	0	0	
tal Employees	7	7	7	7	7	0	
COLORED DE FORMAT					60	0.40	
GISTRAR [0901]	29	4	4		- 1		
GISTRAR [0901] Deputy Registrar Deputy Registrar, PTR	1 0.5	0.5	0.5	0.5	0,5	0	

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County.

	Funded	Funded	Funded	Funded	Funded	Funded Change from Adopted	
	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23 2.5	(Amendments) FY22-23	Change NOTES
otal Employees	2.5	2.5	2.5	2.5	2.5	0	
HERIFF [0203]			Sales and the sa	a.	20	0.00	
Chief Deputy	1		1	1	1	0	
Deputy Sheriff - FT	6	6	6	0.5	6 0.5	0	
Deputy Sheriff - PT	0.5	0.5	0.5	1	1	0	
Office Manager	11	1	1	1	1	0	
Lieutonant		1				0	
Sergeant	1_	_!_		1	- 1	0	
Sheriff	1	1	1	11.5	11.5	0	
otal Employees	11.5	11.5	11.5	11.5	11.5	::0:	
OCIAL SERVICES [0701]	8	22	2	0	0	0	
Manager V, Social Services Administration	0	0	0		- 1	0	
Deputy Director, Social Services	1	1			1	0	
Director, Social Services	1	1	1	7	7	0	
Benefits Program Specialist III - Full-Time	5	5	8			0	
Benefits Program Specialist III - Part-Time	0	0	0	0.5	0.5	0	
Benefits Program Specialist IV	2	2	2	2	2		
Benefits Program Supervisor	1	1_		1	1	0	
Administrative Support Specialist II	3	3	3	3	3	0	
Administrative Support Specialist III	2	2	2	2	2	0	
Manager III, Social Services Case Management (Social Worker) - FT	7	7	8	8	8	0	
Manager III, Social Services Case Management [Social Worker] - PT	0.5	0.5	0.5	0.5	0.5	0	
Office Manager	1	1	0	0	0	0	
Manager IV, Social Services Administration			1	11	1	0	
Manager IV, Advanced Social Services Case Management [Social Worker]	2	2	2	2	2	0	
Manager V, Social Services Case Management (Social Worker)	1			1	1	0	
otal Employees	26.5	26.5	28.5	30	30	0	
REASURER [0201]					100	0.000	
Deputy Treasurer - FT	4	44	4	4	4	0	
Deputy Treasurer - PT	0.5	0.5	0	0	0	0	
Chief Deputy Treasurer	1	1	11		1	0	
Treasurer	1	1	1		1	0	
otal Employees	6.5	6.5	6	6	6	0	
VICTIM WITNESS [0906]					g)		
Victim Witness Advocate	0	0	0		1	0	
Coordinator IV (from II), Victim Witness Program	1	- 1	1	11		0	
Total Employees	1	1	1	2	2	0	

VJCCCA [0909]

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County

	Funded	Funded	Funded	Funded	Funded	Funded Change from Adopted	
	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	(Amendments) FY22-23 0	Change NOTES
Coordinator III, Community Services	1	1			1	0	
otal Employees		-1			100	. 0	
TILITIES (7001)		4			1	0	
Utility Billing/Collection Specialist I	2	2	2	2	2	0	
Utility Billing/Collection Specialist II	Ô	ō	Ö	ō	0	0	
Utility Billing/Collection Specialist III	1	1	1	Ť	1	ō	
Manager V, Utility Office Management		3	3	3	3	o o	
Utility Worker I	0	0	0	0	0	0	
Utility Worker II			1	1	1	0	
Utility Worker III	1	0	0	0,5	0	-0.5	
Utility Worker III (PART TIME)	0	0	.0	0,5	U	-0.5	For discussion W13/2022 - Reclassification
	n &		2		2		Part-Time Utility Worker III to Utilities Inspector Funded in part with Stormwater Fees (Stormwater Fund)
Utilities Inspector [Funded in Part with Stormwater Fees; Stormwater Fund]	0	0	0	0		0	rees (ocumulation ratio)
Utility Waterworks Operator	1	1	1	1	1		
Meter Technician	0	1	1	1	1	0	
Utility Supervisor	11	0	0	Ö	0	0	
Senior Utility Worker	2	2	2	2	2	0	
Utility Project Engineer	0	1	1	1	1	0	
Dir. Of Engineering & Utilities	1	1	1	1	1	0	
Manager V, Utility Operations Management	1	1		- 1		0	
otal Employees	14	15	15	15.5	16	0.5	
Total	273.0	275.0	280.5	284.5	286.5	2.0	
FULL-TIME	<b>269.0</b> 4.00	271.0 4.00	277.0 3.50	<b>280.0</b> 4.50	<b>283.0</b> 3 50	3.0 (1.00)	
PART-TIME  A Difference Exists Between Authorized and Funded #	4.00	4.00	3.30	4.50	0,00	(155)	
SSESSOR [0401]						-1-0	
Senior Real Estate Appraiser						-1.0	
DMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300] Manager VI, Planning						-1.0	
DUNTY ADMINISTRATION [0101]							
Project Management Specialist						-1.0	
Deputy County Administrator						-1.0	

# POSITION CHART FUNDED POSITIONS

All positions on the position control chart receive benefits from the County,

	Funded	Funded	Funded	Funded	Funded	Funded Change from Adopted	
	Amended FY 19-20	Amended FY 20-21	Amended FY 21-22	Adopted FY 22-23	Amended FY 22-23	(Amendments) FY22-23	Change NOTES
ECONOMIC DEVELOPMENT [2151] Director, Economic Development						0.0	
GENERAL PROPERTIES [0504] Courier/ Stock Clerk Deputy General Services Director						-1,0 -1.0 - <b>6.</b> 0	



### PRINCE GEORGE COUNTY, VIRGINIA

September 2022

### UTILITY INSPECTOR

FLSA Status: Non-Exempt

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Under general Supervision, this specialized technical position performs inspections for the installation of water, wastewater and stormwater utilities on County infrastructure and commercial development construction projects to ensure compliance with County codes, and approved plans and specifications. This position reports to the Utility Project Engineer.

This is heavy manual work requiring intermittent lifting of objects weighing at least 50 pounds or more. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. This position may involve call-out for after-hours work activities. Potential danger at or around construction sites.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The incumbent performs inspections related to the construction of water and wastewater infrastructure that ensure compliance with contract terms, construction plans and specifications for County and private sector projects; performs inspections for compliance with the County's erosion and sediment control requirements, drainage requirements, and Virginia Stormwater Management Program requirements for County projects; investigates drainage and/or erosion complaints.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Implements and maintains the County's Backflow Prevention and Cross Connection Control program;

Coordinates, schedules and conducts cross connection surveys of the potable water systems;

Enforces backflow prevention regulations and identifies noncompliance, provides explanation, interpretation, and information to persons with related questions, issues, or problems;

Responsible for the inspection of all utility installation and repair projects and reports findings to the contractor and Operations Manager;

Schedules and conducts inspections of utilities and enforces codes pertaining to public water and wastewater services; Maintains records of field changes on construction projects for incorporation into record drawings;

Maintains records associated with work activities and utilizes Department asset/work management system;

Generates bills for development inspection services;

Interacts with the public, providing information and responses to inquiries;

Meets with the engineers and contractors to discuss permits, construction plans, and related activities;

Reviews construction plans/submittals and makes recommendations; provides information and assistance to other departments, contractors, engineers, and the general public;

Performs a variety of administrative duties associated with assigned programs to include processing paperwork, maintaining daily logs and developing correspondence;

Provides general support to Public Utilities staff;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Ensures that work activities follow department and industry safety requirements;

Performs related work as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough technical and working knowledge of engineering principles involved in design and construction methods involved in the installation of utilities. Ability to read and accurately interpret contacts, plans, and specifications. Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of water, wastewater and stormwater lines and facilities; thorough knowledge in the use of common hand and power tools; ability to operate utility construction equipment; ability to establish and maintain positive working relationships with customers, supervisor and contractors. Skilled in the use of a variety of office equipment including computer-driven word processing, spreadsheet, and file maintenance programs; Knowledge of state and local ordinances and codes administered through the County;

#### **EDUCATION AND EXPERIENCE:**

High school diploma or equivalent supplemented with training in inspection & testing procedures required; and seven (7) years related water, wastewater, and stormwater utility construction experience preferred; OR any equivalent combination of education and experience and/or training sufficient to demonstrate the required knowledge, skills and abilities is acceptable.

### SPECIAL REQUIREMENTS:

Valid Commonwealth of Virginia driver's license at hire; Must have, or obtain within 1 year of employment, a Backflow Prevention Device Worker License issued by the Virginia Department of Professional and Occupational Regulation; may work beyond normal schedule; may be assigned routine scheduled coverage responsibilities under call-out policy; must wear uniform according to standards, including safety equipment. Certification as an Erosion and Sediment Control Inspector preferred.