

## COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: WELL DRILLING INSPECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized and technical work functions associated with preserving county water resources by reviewing development plans, specifications and related applications, performing plan checks and field inspections, scrutinizing water well drilling procedures, and enforcing compliance with all applicable construction practices, engineering codes, ordinances, and regulations.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Reviews current land development, engineering, and well construction codes; notes code changes requiring mandatory additions or upgrades to water well drilling procedures and well systems; relays changes to contractors as necessary.

Receives well applications and location diagrams; reviews development plans, specifications and related applications for compliance with applicable engineering codes, ordinances and regulations.

Responds to contractors' requests for on-site permit inspection; ensures new well systems are constructed in accordance with applicable standards; checks for proper permitting and contractor license.

Plans, schedules and performs field inspections to observe water well construction and decommissioning, to check existing wells for abandonment, and to monitor active wells for functionality and water quality.

Performs on-site inspection; examines the physical system for code compliance and for any obvious defects; checks well casing, casing size, and depth; inspects properties for illegal wells.

Calculates grout materials needed to fill, seal, and plug abandoned and illegal water wells during decommissioning.

Ensures wells are properly plugged to avoid ground water contamination and in accordance with state and local ordinances, rules, and regulations.

Interviews the owner/occupant to gather a repair history of the system and to discover if there have been any chronic problems such as running out of water, poor water pressure or frequent cycling of a water pump motor.

Determines need for decommissioning any existing wells by observing age and condition of the well, considering changing property or water needs, rural water hook up, and/or upon receipt of new/replacement well applications on same property.

Performs environmental qualification tests while in the field for pollution; draws water sample for bacteriological and nitrate analysis to determine if the water supply safe for human consumption.

Verifies well and septic tank locations; enforces minimum distance rules relating to wells, building foundations, and septic tanks.

Observes elevator shaft installations.

Responds to questions, complaints and requests for information/assistance from the general public, contractors, water management personnel, Health Department officials, supervisors, or other individuals.

Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, addresses, and related material for reference and/or review.

Attends meetings, seminars, and training sessions as required to remain knowledgeable of departmental and county operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and laws.

Prepares and/or receives a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, completes, processes, approves, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.

Operates a personal computer, printer, calculator, copy and facsimile machines, telephone, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Operates department motor vehicle to perform assigned duties.

Answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Substitutes for co-workers during temporary absence of same; provides guidance, training, and/or assistance to other department personnel.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

### **MINIMUM QUALIFICATIONS**

Vocational/Technical degree with training emphasis in ground water science; one (1) year of experience in code enforcement/inspections involving well drilling operations and well construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida driver's license. Must obtain and maintain a state Water Well Contractor's License including a minimum of two (2) years well drilling experience. May be required to attain and maintain other certifications as related to this position. Fingerprinting required.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**Leadership:**

**Customer Service:**

**Financial Accountability:**

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, taste, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*