

CROSS-CONNECTION CONTROL SPECIALIST

DEFINITION

Under general supervision coordinates and monitors the cross-connection inspection and control program; tests and certifies back-flow prevention assemblies; conducts cross-connection surveys and inspections to meet local and State requirements; prepares related reports; plans, assigns, reviews and evaluates the work of the other unit staff.

DISTINGUISHING CHARACTERISTICS

This is a journey level technical classification in which incumbents are expected to independently perform the full range of duties assigned. Incumbents coordinate and are responsible for the cross-connection inspection and control program. Positions in this class are expected to work independently and must apply breadth and depth of knowledge in cross connection and backflow prevention procedures and regulations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the Senior Utility Customer Service Leader.

SUPERVISION EXERCISED

Provides technical and functional supervision over Backflow/Cross-Connection Testers.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Coordinates and monitors the cross-connection inspection, and control program including notification to City customers to ensure compliance with City and State regulations.

Conducts cross-connection surveys and inspections to identify water user premises where cross-connections are likely to occur and to determine degree of hazard.

Inspects and surveys water services for the prevention, control, and elimination of contamination or pollution hazards to the City's water supply.

Tests back-flow prevention assemblies within the City's water distribution system.

ESSENTIAL DUTIES (continued):

Plans, organizes, assigns and reviews work of staff assigned to work in this program.

Provides information to contractors, architects, engineers, and City water customers concerning the City's cross-connection program.

Maintains computerized records of back-flow prevention assemblies, locations, inspections, and testing.

Prepares surveys and reports required by the State Department of Health Services related to the Cross-Connection Program.

Troubleshoots and responds to complaints on back-flow prevention assemblies.

Provides plan review for proper water systems connections.

Notifies customers of scheduled testing.

Ensures safe work conditions for self and assigned staff.

Makes recommendations on City regulations to ensure compliance with public safety and State codes.

Inspects water tank trucks to ensure that the trucks have proper air gap separation.

Performs related duties as assigned.

JOB RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

Procedures for inspection, testing, installation, cleaning, repairing and removal of back-flow prevention assemblies.

Principles and practices of technical and functional supervision.

Identification of water user connections and locations where cross-connections are likely to occur and the degree of hazard and type of back-flow prevention assembly required.

Rules, regulations and procedures of pertinent local and State laws.

Pertinent safety principles and practices including working in confined spaces.

JOB RELATED & ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Evaluate the degree of potential health hazard to the public water supply which may be created as a result of conditions existing on a user premises.

Perform a variety of skilled and complex work in the testing of back-flow prevention assemblies.

Establish and maintain an effective working relationship with those encountered in the course of work and to deal courteously with the public.

Maintain accurate and timely records.

Interpret and keep abreast of current laws and regulations related to cross-connection and back-flow prevention assemblies and systems.

Write reports related to the cross-connection and back-flow prevention assembly programs.

Exercise independent judgement and initiative without close supervision.

Operate a variety of tools and equipment used in the work.

Plan and organize work related to this program.

Read and interpret maintenance manuals, specifications, plans, maps, and improvement drawings.

Communicate effectively both orally and in writing.

Learn basic computer software related to the recordkeeping for this program.

Work odd hours and weekends when necessary to test back-flow prevention assemblies.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of experience directly related to a cross-connection control program or four (4) years of experience in the installation, inspection and repair of utility hook-ups.

Education: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

EXPERIENCE AND EDUCATION (continued):

Licenses and Certificates: Possess and maintain a valid Class C California Driver License.

Possess and maintain a Backflow Prevention Assembly General Tester Certificate from the American Water Works Association.

Possess and maintain, or be able to obtain within one (1) year of hire, a Cross-Connection Control Program Specialist Certificate from the American Water Works Association.

Possess and maintain a Water Distribution D-2 Certificate from the State Water Resources Control Board.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in underground or confined workspaces and be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, sewer fumes, dust, mechanical and electrical hazards, and odorous environments; frequently kneel, stoop, crouch, squat, climb, twist, and handle equipment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and be clearly understood, read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

376CS96

September 1996

Revised January 2016

AAP Group: 15

FPPC STATUS: Designated

FLSA STATUS: Exempt