



POSITION DESCRIPTION

TITLE: BACKFLOW AND CROSS CONNECTION COORDINATOR I AND II

REPORTS TO: Recycled Water Programs Supervisor

GRADE: 4, 5

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

* *Backflow and Cross Connection Coordinator II provides technical guidance to the Backflow and Cross Connection Coordinator I*

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: High School graduate or G.E.D. equivalent is required, supplemented by college course work or specialized training related to water science, including cross connection control programs. One year of experience in the administration, testing, and inspection of backflow prevention devices and cross connection control surveys; or an equivalent combination of education and experience is required.

Licenses, Certifications, Special Requirements: A State of California Water Distribution Operator D2 Certificate is required, D3 is desirable. Valid California driver's license and proof of insurability are required.

Level I: Possession of a Backflow Device Tester Certificate issued by American Water Works Association (AWWA) or American Backflow Prevention Association (ABPA).

Level II: Possession of both a valid Cross Connection Control Specialist Certificate and Backflow Device Tester Certificate issued by AWWA or ABPA.

EXPERIENCE: Knowledge of the operation, services, and activities of a cross connection control program; practices, principles and techniques of cross connection control; basic legal requirements governing cross connection control; operating characteristics of plumbing, water system, and related devices, backflow devices and cross connection control problems and their prevention; office procedures, methods, and equipment including computers; applicable water supply and related distribution equipment and facilities, principles and practices of customer service; pertinent federal, state, and local laws, codes, and regulations regarding the installation and testing of backflow devices.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive specific work assignments, general direction, and have results reviewed; District management to provide a variety of administrative support functions, District employees to discuss and resolve customer service issues; all other District personnel as required.

EXTERNAL: Interaction with customers, governmental regulatory and health agencies, to act as a District Official during cross connection control testing and use site inspections/surveys. As necessary, coordinate projects and purchase supplies from vendors and consultants. Interact with emergency service personnel, as required. If necessary, interact with other organizations and customers who may be upset or dissatisfied.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds. Incumbents require sufficient mobility to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, and walk on uneven terrain, loose soil and sloped surfaces; reach and twist, push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; requires a sense of touch, finger dexterity, and gripping with hands and fingers. Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping, and exposure to a computer screen; good hearing, eyesight and speech capabilities; ability to effectively utilize a personal computer and peripherals; excellent verbal and written communication skills.

These positions require the ability to work extended hours, overnight shift, weekends and Holidays.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. When working indoors, work is performed in an office environment with lighting and ventilation. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include performing inspections on a variety of water systems; interpret, apply, and enforce pertinent rules and regulations; interpret and explain cross connection and water quality regulations; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; review and interpret blueprints, plans, and manufacturers' manuals pertaining to commercial and industrial complexes to determine compliance with District, State and Federal standards; perform, analyze and interpret the results of a variety of cross connection control tests and tests of water; maintain accurate records and prepare appropriate reports; operate and maintain testing equipment; perform assigned work in accordance with appropriate safety practices and regulations; operate office equipment including computers and supporting software applications; work independently in the absence of supervision; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME TASKS

LEVEL
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| 5% | 25% | Plans, coordinates, designs and performs cross connection tests for new and existing recycled water use sites; reviews plans and specifications for new construction and remodeling; ensures cross connection regulations are followed. Performs cross connection control surveys; implements procedures and schedules for evaluating new and existing facilities to assess the degree of hazard, type, quantity, and location of backflow prevention. |
| 10% | 10% | Receives, investigates, reviews, and responds to customer complaints regarding cross connections; resolves complaints in a timely and efficient manner. |
| 20% | 20% | Inspects and administers testing of existing backflow devices for the District's backflow prevention and cross connection control program; ensures conformance with the District's, as well as federal, state, and local backflow and cross connection regulations. |
| 25% | 10% | Performs inspection of new backflow units and associated installation; performs routine inspection of businesses and industrial and residential customers within District's service area to assess backflow prevention needs in order to protect the water system from potential contamination and pollution; based on inspection results, notifies and advises customers where and what kind of devices need to be installed, and follows up to ensure that the appropriate devices have been installed. |
| 30% | 25% | Maintains computerized records and files of backflow device locations, inspections, test results and corrections; maintains records of recycled water use sites, compliance history, areas within use sites where recycled water is used, cross connection and annual inspection due dates. Coordinates, generates and sends initial notices, follow up notices, and final notices for backflow device and cross connection control testing. |
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DETAILED DUTIES AND RESPONSIBILITIES – NON-ESSENTIAL FUNCTIONS

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| 10% | 10% | Performs all related duties as assigned. |
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