



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Backflow and Cross Connection Control Specialist I/II
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GENERAL PURPOSE

Under immediate (Backflow and Cross Connection Control Specialist I) to general (Backflow and Cross Connection Control Specialist II) supervision, assists in implementation and administration of the District’s backflow prevention and cross connection control program; inspects water system installations to protect the District’s public water supply from contamination; investigates, tests, and inspects backflow devices for compliance with regulations; coordinates, schedules, and conducts cross connection surveys of the potable or recycled water systems; schedules and performs cross connection testing on dual source sites in accordance with state requirements; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Backflow and Cross Connection Control Specialist I: This is the entry-level classification in the Backflow and Cross Connection Control Specialist series. Initially under close supervision, incumbents learn and perform routine duties involving the testing and repair of new and existing backflow devices within the District service area. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Backflow and Cross Connection Control Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Backflow and Cross Connection Control Specialist II: This is the fully qualified journey-level classification in the Backflow and Cross Connection Control Specialist series. Positions at this level are distinguished from the Backflow and Cross Connection Control Specialist I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Backflow and Cross Connection Control Specialist I) to general (Backflow and Cross Connection Control Specialist II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Backflow and Cross Connection Control Specialist I level may perform some of these duties and responsibilities in a learning capacity.

- Assists in the implementation and administration of the District's backflow prevention and cross connection control program. To protect the District's public water supply from contamination; ensures water systems' compliance with the District's, as well as federal, state, and local backflow and cross connection regulations.
- Inspects, tests, and repairs new and existing backflow devices within the District's service area.
- Coordinates, schedules, and conducts cross connection surveys of the potable or recycle water systems.
- Operates a variety of simple plumbing tools, test gauge and other hand tools to test and/or repair new and existing backflow prevention devices.
- Plans, coordinates and designs cross connection tests for new and existing recycled water use sites; reviews construction plans and plumbing specifications for new construction and remodeling; ensures cross connection regulations are followed; makes recommendations to comply with backflow standards.
- Supports engineering inspectors for inspection of new backflow units; 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 on location and types of devices which need to be installed and follows up to ensure that the appropriate devices were used.
- Responds to inquiries from contractors, developers, engineers, and the general public concerning District rules and regulations regarding the cross connection control of potable and recycled water systems.

- Maintains computerized records and files of backflow device locations, inspections, test results and corrections; maintains records of recycled water use sites, rule violations, areas within use sites where recycled water is used, cross connection and annual inspection due dates; collects, enters, and edits GPS data.
- Coordinates with District staff to shut off water, if needed, for non-compliance enforcement.
- Performs inspections of landscape irrigation systems in order to verify regulatory requirements.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Backflow and Cross Connection Control Specialist I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Operations, services, and activities of a cross connection control program.
- Practices, principles and techniques of cross connections.
- Basic legal requirements of cross connections devices.
- Cross connection control problems and their prevention.
- Procedures, practices and techniques applicable to water supply and related distribution equipment and facilities.
- Modern utility construction, installation, and repair methods.
- Operating characteristics of plumbing, water system, and related devices.
- Pertinent federal, state, and local laws, codes, and regulations applicable to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Review and interpret blueprints, plans, and manufacturers' manuals pertaining to commercial and industrial complexes to determine compliance with regulations and standards.
- 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 inspections on a variety of water systems.
- Collect, enter, and edit GPS data for mapping purposes.
- Perform assigned work in accordance with appropriate safety practices and regulations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Backflow and Cross Connection Control Specialist I: One (1) year of experience in the administration, testing, and inspection of backflow prevention devices or cross connection control surveys.
- Backflow and Cross Connection Control Specialist II: Two (2) years of progressively responsible experience in the administration, testing, and inspection of backflow prevention devices or cross connection control surveys.

Education:

- Backflow and Cross Connection Control Specialist I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in water science and/or cross control programs.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Possession of a valid Cross Connection Control Specialist Certificate issued by the American Water Works Association.
- Possession of a valid Riverside County certificate for testing of backflow prevention devices.
- Recycled Water Site Supervisor certificate.
- Backflow and Cross Connection Control Specialist I: Possession of a valid Grade D1 State of California Water Distribution Operator Certificate.
- Backflow and Cross Connection Control Specialist II: Possession of a valid Grade D2 State of California Water Distribution Operator Certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push,

and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants and vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Backflow and Cross Connection Control Specialist I/II class series are flexibly staffed; positions at the Backflow and Cross Connection Control Specialist II level are normally filled by advancement from the Backflow and Cross Connection Control Specialist I level; progression to the Backflow and Cross Connection Control Specialist II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Backflow and Cross Connection Control Specialist II level.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Backflow and Cross Connection Control Specialist I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____