

JOB DESCRIPTION

Backflow & Cross Connection Control Specialist (I Flex)

Backflow & Cross Connection Control Specialist II

Code Number: 32023, 32018

GENERAL PURPOSE

Under general supervision, assists in implementation and administration of the District's backflow prevention and cross connection control program including inspecting water system installations to protect the District's public water supply from contamination; implements and enforces backflow and cross connection of potable and recycled water systems; investigates, tests and inspects backflow devices for compliance with regulations; coordinates, schedules and conducts cross connection surveys of the potable or recycled water systems; reviews construction plans and plumbing specifications; provides information and assistance to other departments, contractors, engineers, developers, and the general public; and maintains a variety of records, files and documentation.

DISTINGUISHING CHARACTERISTICS

Incumbents learn and perform a variety of duties involving the testing and repair of new and existing backflow devices within the District service area. Performs cross-connection and recycled water inspections as part of the District's requirements and regulations. This class is alternately staffed with the Backflow & Cross Connection Specialist II, and incumbents may advance to a higher level after gaining experience and demonstrating proficiency which meet qualifications for the higher level. Backflow & Cross Connection Specialist II is the experienced/journey-level in the series, fully competent to independently perform duties.

This class differs from Distribution Operator series in that incumbents are responsible for implementation of the District's backflow prevention and cross connection control program. Incumbents shall possess criteria to exercise significant independence in implementing and maintaining the District's backflow prevention and cross connection control program.

ESSENTIAL 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 class.

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.

FLSA DETERMINATION: Non-exempt

May support 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 where and what kind of devices need to be installed, and follows up to ensure that the appropriate devices have been installed.

Plans, coordinates and designs 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; makes recommendations to comply with backflow standards.

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.

Coordinates with New Business staff to shut off water, if needed, for non-compliance enforcement.

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.

Operates a variety of simple plumbing tools, test gauge and other hand tools to test and/or repair new and existing backflow prevention devices.

Receives, investigates, reviews, and responds to customer complaints regarding cross connections; resolves complaints in a timely and efficient manner.

Reads, understands, and ensures compliance with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a cross connection control program; practices,

FLSA DETERMINATION: Non-exempt

principles and techniques of cross connections; basic legal requirements of cross connections; 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, modern utility construction, installation, and repair methods, procedures, practices, and techniques; principles and practices of customer service; pertinent federal, state, and local laws, codes, and regulations regarding the installation and testing of backflow devices, including recycled water codes and regulations.

Ability to:

Perform inspections on a variety of water systems and wastewater pre-treatment devices; interpret, apply, and enforce pertinent rules and regulations; interpret and explain cross connection and water quality regulations; review and interpret blueprints, plans, and manufacturers' manuals pertaining to commercial and industrial complexes to determine compliance with District, state and federal 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 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; make sound independent judgments within established guidelines; communicate effectively, orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or GED equivalent, supplemented by college course work or specialized training related to water science, including cross control programs; and one year of experience in the administration, testing, and inspection of backflow prevention devices or cross connection control surveys; or an equivalent combination of education and experience.

Typically the Backflow Cross-Connection Specialist I may be considered for advancement to the level II class after demonstrating proficiency to perform all of the major duties assigned to the class.

Typically, the Backflow Cross-Connection Specialist I is expected to be capable of meeting the proficiency criteria within a 12-24 month period, depending on an individual's prior experience and progression in performing the full range of duties as described in the established performance criteria.

FLSA DETERMINATION: Non-exempt

Licenses, Certifications, Special Requirements:

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 and possession of a valid Riverside County certificate for testing of backflow prevention devices; and Recycled Water Site Supervisor certificate.

State of California Distribution Operator Certificate, Grade I is required for the Backflow & Cross Connection Specialist I (Flex) level, and a Grade D2 is required to flex up to Backflow & Cross Connection Specialist II.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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.

Physical Demands

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 verbally communicate to exchange information.

Specific vision abilities required for this job include ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment. Incumbents should be able to hear in the normal audio range with or without correction.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; interact with District staff, other organizations, and customers who may be upset or dissatisfied.

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

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may be made to enable individuals with disabilities to perform the essential functions.

The employee is exposed to indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents/chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces, including slippery or uneven surfaces.

FLSA DETERMINATION: Non-exempt

FLEX REQUIREMENTS

Backflow & Cross Connection Control Specialist I (Flex)

Backflow & Cross Connection Control Specialist II

LENGTH OF TIME REQUIRED

A Backflow & Cross Connection Control Specialist I may advance or “flex” to the Backflow & Cross Connection Control Specialist II class after **12-24 months** of experience in the former class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Backflow & Cross Connection Control Specialist I must also demonstrate proficiency to perform the full range of duties as described in the Backflow & Cross Connection Control Specialist I/II job description. The incumbent must have also obtained their State of California Distribution Operator Certificate, Grade II, and must have attended the Recycled Water Site Supervisor class and maintain that certificate.

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