

**Cross-Connection Control Specialist
Draft**

DEFINITION

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 requirements 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.

SUPERVISION RECEIVED AND EXERCISED

General supervision for the Cross-Connection Control Specialist is given by the Operations and Maintenance Superintendent. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Cross-Connection Control Specialist is the experienced-level class, System Operator II or III, or the Operations and Maintenance Supervisor, capable of performing a wide variety of independent work to ensure that District systems and facilities are maintained in a safe and effective working condition. This class differs from the System 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.

EXAMPLES OF DUTIES (Illustrative Only)

- 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.
- May support engineering inspectors for inspection of new backflow assemblies; 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, ordinance violations, areas within use sites where recycled water is used, cross connection and annual inspection due dates.
- Coordinates with Customer Service 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 devices.
- Inspects backflow assemblies for correct installation to meet District requirements.
- Conduct cross-connection control surveys and inspections in order to identify water user premises where cross-connections are likely to occur and assess the level of hazard present at the premises.
- Develops and implements a periodic inspection schedule to ensure annual testing; notifies customers of need for scheduled testing; tracks responses and prepares follow-up notices for non-compliance and maintains backflow database.
- Approves the installation of backflow prevention devices at the time of final inspection of new and remodeled residential and commercial properties.
- Consult with and advise others in the correction or elimination of cross-connection hazards.
- Support plan check for conformance to cross-connection requirements.
- Inspect the backflow prevention device installation work performed by plumbing contractors.
- 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.
- Maintains accurate records of work performed.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a cross-connection control program; practices, principles and techniques of cross connections; basic legal requirements of cross-connection control.
- Operating characteristics of plumbing, water systems, and related devices, backflow devices and cross-connection control hazards and their prevention.
- Office procedures, methods, and equipment including computers; applicable water supply and related distribution equipment and facilities, modern utility construction.
- Backflow prevention device installation, repair methods, procedures, practices, and techniques.
- Pertinent federal, state, and local laws, codes, and regulations regarding the installation and testing of backflow devices, including recycled water codes and regulations.
- Principles and practices of safety related to areas of assignment and procedure for maintaining records of work activity and equipment usage.
- Testing, maintenance and repair of equipment used in the, installation, repair and testing of backflow prevention devices.

- Sources of contamination and pollution related to cross connection control.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing inspections on a variety of water systems and wastewater pre-treatment devices.
- Interpretation, application, and enforcement of pertinent cross-connection rules and regulations.
- Interpretation and explanation of cross-connection control and water quality regulations.
- Review and interpretation of blueprints, plans, and manufacturer's manuals pertaining to commercial and industrial complexes to determine compliance with District, state and federal standards.
- Analysis and interpretation of results of a variety of cross-connection control tests.
- Maintenance of accurate records and preparation of appropriate reports.
- Operation and maintenance of backflow device testing equipment.
- Performance of assigned work in accordance with appropriate safety practices and regulations.
- Operation of office equipment including computers and supporting software applications.
- Working independently in the absence of supervision; making sound independent judgments within established guidelines.
- Effective communication, orally and in writing.
- Following and applying written and oral work instructions.
- Safely using hand and power tools related to the work.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education/Experience:

System Operator Cross Connection Control Specialist: Equivalent to graduation from high school with specialized coursework or training in a technical field that includes the fundamentals of water supply principles and two years of experience in the installation, maintenance and repair of pumping equipment, including valves, pumps and motors, or an equivalent combination of training and experience at a level equivalent to that of a MCWD System Operator II

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field that may include physical, chemical or biological science.

Licenses and Certifications:

System Operator – /Cross-Connection Control Specialist:

The following certification must be obtained within 24 months from appointment date:

American Water Works Association Cross-Connection Control Program Specialist

American Water Works Association Backflow Prevention Assembly General Tester

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position will require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

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