

Sacramento Suburban Water District Classification Specification

Job Class: Cross Connection Control Specialist

FLSA Status: Non Exempt

Supervisor: Superintendent Field Services

Effective Date: March 2011

Definition/Distinguishing Characteristics

With general supervision, this journey level position performs the full range of duties associated with implementing and maintaining the District's Cross Connection Control Program, including investigating and enforcing customer compliance with state and local laws and conducting field tests and surveys.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not 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 needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Investigates valves and fittings to determine cross connection hazards; instructs customers to install adequate backflow prevention devices; tests and inspects new and existing backflow devices to confirm devices are in proper working condition; tests and maintains all backflow prevention assemblies belonging to the District.
- Performs detailed building and facilities plan checks, including proposed commercial and industrial developments and plans, to insure compliance with District and State Department of Public Health backflow prevention and cross connection control program regulations.
- Conducts surveys and collects and analyzes data, including diagrams of cross connections, to verify compliance with state and local laws.
- Notifies the State Department of Public Health of corrective actions and compliance schedules as required by state law.
- Communicates and explains backflow and cross connection control requirements to customers, contractors, government agencies and the general public.
- Prepares and maintains detailed records, files and statistics of work activities including field test data, surveys, cross connection locations and approved backflow assembly inventories; maintains a log of customer contacts and inspections.
- Composes correspondence, prepares forms and writes reports relating to the backflow and cross connection program; issues written warnings to customers as necessary; resolves complaints in a courteous, efficient and timely manner.
- Demonstrates various types of backflow prevention devices and trains other staff in recognizing cross connection and backflow hazards.

- Assists other field operations staff in the operation and maintenance of the District's water production, storage, equipment and distribution/production facilities as needed.
- Complies with all District policies, procedures, rules and regulations including all safety standards.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Operates District vehicles and equipment in field installations, maintenance and repair work.
- Travels frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers, and fax machines.
- Ability to carry, reach and lift supplies and equipment weighing up to 70 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl and climb during field repair work.
- Stands and walks for extended time periods and on uneven terrain.
- Works out-of-doors as needed in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 rating.

Qualifications

Knowledge of:

- Principles, design and operation of backflow prevention and cross-connection control devices.
- Basic hydraulics as applied to a water distribution system.
- District policy and procedures and State law relating to backflow prevention and cross-connection control devices.
- Proper work safety standards.
- Methods, materials and equipment used in water system maintenance and repair.

Ability To:

- Demonstrate and test backflow prevention devices and assemblies.
- Perform field tests.
- Communicate effectively both orally and in writing.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

- Establish and maintain cooperative working relationships.
- Read and interpret maps, diagrams and specifications.
- Exercise good judgment and analyze situations accurately.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Three (3) years of experience in water distribution, water production or related field.
- State of California Water Treatment Operator Certificate Grade T1 or Water Distribution Operator Certificate Grade D1.
- Backflow Prevention Assembly Tester Certificate.
- Cross Connection Control Specialist Certificate, or ability to obtain within 1 year of employment.

Specialist must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Three (3) years of experience in testing and installing backflow prevention devices and inspecting internal building plumbing systems for water cross connections.
- State of California Water Treatment Operator Certificate Grade T2.
- State of California Water Distribution Operator Certificate Grade D2.