

Sacramento Suburban Water District Classification Specification

Job Class: Cross Connection Control Specialist

FLSA Status: Non Exempt

Supervisor: Environmental Compliance Supervisor

Effective Date: February 2017

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 (CCCP), including investigating and enforcing customer compliance with state laws and District regulations and conducting field tests and inspections.

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.

- Evaluates and prioritizes unprotected services with potential cross connection hazards, instructs customers to install approved backflow prevention assemblies, tests new and existing customers' assemblies as needed, and tests and maintains all assemblies belonging to the District.
- Reviews backflow prevention assembly test reports, maintains assembly records, and coordinates with operations for field inspections and other backflow-related tasks.
- Communicates and explains backflow and cross connection control requirements to customers, contractors, government agencies and the general public.
- Coordinates printing/mailing of backflow prevention assembly test notification letters with vendor and prepares/mails install and repair/replace letters.
- Works with vendors and/or purchases materials for repair/replacement of District backflow prevention assemblies and insures all District backflow test kits are calibrated annually.
- Composes correspondence, prepares forms and writes reports relating to the CCCP; issues written warnings to customers as necessary and resolves complaints in a courteous, efficient and timely manner.
- Identifies businesses where backflow prevention assemblies are necessary, notifies and advises customers where to install assemblies, and schedules and/or conducts field inspections before and after assembly installation in accordance with regulatory requirements to insure assemblies have been installed correctly.

- Organizes/analyzes data and prepares, or assists with the preparation of, compliance reports for regulatory agencies.
- Assists with writing, editing, and overall preparation of compliance letters, plans, reports, and other documents.
- Assists in investigations of customer inquiries and complaints regarding water quality and in maintaining the associated records.
- Complies with all District policies, procedures, rules and regulations including all safety standards.
- Maintains regular attendance and adhere 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, bend, twist, kneel, squat, crouch, crawl and climb when conducting field tests, inspections and/or 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
- On an intermittent basis, sits at a desk or in a vehicle for long periods of time.
- 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 or equivalent ASTM rating.

Qualifications

Knowledge of:

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

- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint) and Crystal Reports.

Ability To:

- Identify and perform field tests and inspections on a variety of District approved backflow prevention assemblies.
- Communicate effectively with internal and external customers, both orally and in writing.
- Use computer systems and software packages related to Field Operations and the District's CCCP.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, consultants/contractors and the public.
- Read and interpret maps, diagrams and specifications.
- Exercise good judgment and analyze situations accurately.
- Compose letters, memos and reports on behalf of the District in a professional and compelling manner.
- Work independently and efficiently to carry out assignments.
- 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 increasingly responsible experience in water distribution or water production operations or related field.
- State of California Water Distribution Operator Certificate Grade D2, or Grade D1 certificate with ability to obtain Grade D2 certificate within one (1) year of employment.
- American Water Works Association (AWWA) or Northern California Backflow Prevention Association (NCBPA) Backflow Prevention Assembly Tester Certificate, or ability to obtain this certificate within one (1) year of employment.

Incumbents 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:

- AWWA or NCBPA Cross Connection Control Specialist Certificate is highly desirable.
- Additional experience in testing and installing backflow prevention assemblies and inspecting internal building plumbing systems for cross connection hazards.
- State of California Water Treatment Operator Certificate Grade T1.
- State of California Water Distribution Operator Certificate Grade D3.
- Associate's degree from an accredited junior college or equivalent two (2) years of post-secondary education.