



APRIL 2016
FLSA: NON-EXEMPT

CROSS CONNECTION CONTROL COORDINATOR

DEFINITION

Under general supervision, coordinates and performs a variety of duties related the District's cross-connection and backflow prevention programs; tests and inspects backflow devices for compliance with regulations; performs a variety of semi-skilled and skilled duties involved in the operation and maintenance of the District's water production, treatment, storage, and distribution equipment and facilities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Systems Superintendent. Exercises no supervision of staff. May provide technical and functional direction to other staff as needed.

CLASS CHARACTERISTICS

This is a journey-level specialized classification in the Water Operations division responsible for coordinating the District's cross-connection and backflow prevention programs including testing and inspecting backflow devices for compliance with regulations; coordinating, scheduling, and conducting cross-connection surveys of the District's water system; reviewing commercial and industrial plans to ensure compliance with backflow prevention and cross-connection regulations; and communicating and responding to public inquiries regarding backflow and cross-connection programs. Incumbents are expected to work independently and exercise 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. This class is distinguished from other water systems classifications by its specialized nature and focus on cross-connection control requiring specialized training and certifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the District's cross-connection control and backflow prevention programs to ensure compliance with federal, state and local regulations.
- Schedules and coordinates the annual backflow prevention testing on all irrigation systems, including commercial, industrial, schools, hospitals, nurseries, and fire services.
- Schedules and coordinates cross connection testing for all recycled water sites; performs or coordinates the bi-annual shutdown testing and coverage testing at all recycled water sites.
- Surveys commercial and industrial water services to determine the possible degree of hazard for water system contamination or pollution.
- Assists water system operations division, including being on stand-by rotation, plant site daily rounds, water sampling and testing, flushing, chlorine injection cleaning, and setting up ramps and signs for water discharge waste.
- Inspects new and existing backflow prevention assemblies installed by contractors or others for compliance with District standards and requirements.

- Collects water quality samples and performs field water quality testing.
- Responds to customer inquiries regarding the District's cross-connection and backflow programs; provides information to the general public; resolves complaints and concerns in an effective and timely manner.
- May act as back-up Water System Operator as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state, and local laws and regulations governing backflow prevention, cross connection control, and recycled water treatment.
- Methods, procedures, objectives, and standard practices of water quality and production, including operation and maintenance of backflow assemblies, and related equipment.
- Methods, procedures, and processes for the testing and repair of backflow prevention assemblies.
- Principles and practices of plumbing, electrical, and water distribution systems.
- Safety equipment and practices related to the work.
- Modern office practices and technology, including computer hardware and software, such as computer applications related to the work.
- Math and arithmetic.
- Communicate clearly and concisely, both orally and in writing.
- Principles and procedures of record keeping.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Install, test, repair, and maintain backflow prevention assemblies.
- Operate a variety of backflow testing equipment in a safe and effective manner.
- Conduct site surveys; evaluate and determine what meter protection is adequate and necessary.
- Conduct Recycle Water Cross Connection surveys and tests to eliminate actual or potential water contamination.
- Interpret, explain, and enforce District and general safety policies, procedures, rules, and regulations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Safely and effectively use and operate equipment required for the work.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade supplemented by coursework in cross-connection control, and one (1) year of experience in backflow prevention and/or the administration of a cross-connection control prevention program.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, and ability to maintain, a valid Grade II Water Distribution Operator Certificate issued by the State Water Resources Control Board.
- Possession of, and ability to maintain, a valid Grade II Water Treatment Plant Operator Certificate issued by the State Water Resources Control Board is desirable.
- Possession of, and ability to maintain, a valid Backflow Prevention Assembly Tester Certificate issued by San Bernardino County, DEHS.
- Possession of, and ability to maintain, a valid Cross Connection Specialist Certificate issued by AWWA.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various District development and meeting sites.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.