

CROSS-CONNECTION CONTROL SPECIALIST I CROSS-CONNECTION CONTROL SPECIALIST II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision (Cross-Connection Control Specialist I) or general supervision (Cross-Connection Control Specialist II), performs a variety of work in support of the City's cross-connection inspection and backflow prevention control program; conducts cross connection control surveys and inspections (Cross-Connection Control Specialist II); installs, tests, inspects, maintains, repairs, and certifies backflow prevention devices in order to control, prevent, and eliminate contamination to the City water supply; provides information and assistance to other departments, contractors, engineers, and the general public; and maintains a variety of records, files, and related documents.

DISTINGUISHING CHARACTERISTICS

Cross-Connection Control Specialist I – This is the entry level class in the Cross-Connection Control Specialist series performing routine and less complex cross connection and backflow prevention duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Cross-Connection Control Specialist II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Cross-Connection Control Specialist II – This is the full journey level class within the Cross-Connection Control Specialist series. Employees within this class are distinguished from the Cross-Connection Control Specialist I by the performance of the full range of duties as assigned. Employees 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. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Cross-Connection Control Specialist I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents 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.

1. Receive, investigate, review, trouble-shoot and respond to complaints on backflow prevention devices and other relevant issues related to the operation and maintenance of the City's water distribution system; resolve complaints in a timely and efficient manner.

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2. Install, test, inspect, maintain, repair, and certify backflow prevention devices within the City's distribution system; ensure backflow devices are properly installed to protect against backflow, back-siphonage, and back pressure; ensure compliance with all regulations.
3. Notify customers of scheduled backflow testing.
4. Conduct cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine degree of hazard; ensure conformance with federal, state, and local cross connection regulations.
5. Maintain a variety of computerized records on backflow prevention device locations, testing, repairs, and installation.
6. Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.
7. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
8. Respond to inquiries from contractors, architects, engineers, and the general public concerning the City rules and regulations regarding the cross connection and backflow prevention control program; provide information within the area of assignment.
9. Coordinate activities with the City's Finance Department to ensure all backflow prevention devices are recorded for collection of maintenance fees.
10. Maintains inventory of backflow prevention and cross-connection parts and fittings; assist in ordering parts as necessary.
11. Prepare and maintain a variety of reports, correspondence, records, and files related to area of assignment; enter data into computer system.
12. Read maps and interpret plans, specifications, and maintenance manuals.
13. Observe safe work methods and safety precautions related to all work sites.
14. Work with Meter Service Workers and assist them as needed.
15. Perform special projects related to area of assignment as assigned.
16. Train and direct the work of others as necessary.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a cross connection control program.
- Practices, principles, and techniques of cross connections.
- Procedures for inspection, installation, cleaning, repairing, removing, testing and certifying backflow prevention devices.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Methods and techniques of performing diagnostic troubleshooting services.
- Basic legal requirements of cross connections.
- Backflow prevention testing regulations.
- Piping and plumbing systems.
- Principles and practices used in the identification of water user connections and locations where cross-connections are likely to occur and the type of backflow prevention assembly required.
- Tools and equipment used in area of assignment.
- Pertinent safety principles and practices including working in confined spaces.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Basic office procedures, methods, and equipment including computers.
- Basic mathematical principles.
- Principles and practices of customer service.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes, and regulations including City ordinances that pertain to water quality and county, state and federal water quality standards and regulations.

Ability to:

- Perform a variety of skilled and complex work to inspect, install, repair, maintain, test, and certify backflow prevention devices.
- Evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.
- Interpret, apply, and enforce pertinent rules and regulations.
- Interpret and explain cross connection and water quality regulations.
- Read, research, and reference various technical and regulatory methods and procedures.
- Plan, organize and lay out work.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Operate office equipment including computers and supporting software applications.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.

- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Assign and review the work of others as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Cross-Connection Control Specialist I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of work experience in the maintenance of water distribution systems or cross-connection control program.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency.

Cross-Connection Control Specialist II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training related to cross-connection inspection and backflow prevention.

Experience:

Two years of responsible experience in the operation, testing, and maintenance of backflow prevention devices and/or cross connection control surveys comparable to a Cross-Connection Control Specialist I with the City of Antioch. Employee must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to flexing to the Specialist II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency; or other City recognized Tester Certification.

Possession of a Grade I Permanent Water Distribution Certificate issued by the Department of Public Services.

Possession of a Cross-Connection Control Specialist Certificate issued by the American Water Works Association, or another approved and recognized agency.

Possession of a Traffic Control Certificate.

Possession of a CPR/First Aid certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: April 2002
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.