

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
CROSS CONNECTION SPECIALIST	RESOLUTION NO. 8092	EFFECTIVE DATE 09/07/21
	FLSA DESIGNATION NON-EXEMPT	

GENERAL PURPOSE

Under general supervision, performs a variety of skilled and technical tasks in the administration of the City’s Cross Connection Programs; surveys the potable and recyclable water systems for possible sources of contamination or pollution to the public water supply; assists the utility in fulfilling its responsibilities/obligations under Federal and State water legislation and policy; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

A Cross Connection Specialist administers the Federal and State mandated City Cross Connection Control Program, which makes sure that 480 backflows are tested annually, 75 fire services, property inspections, City backflow testing/installations and construction meters. This position can also be a floating position between production and distribution divisions as needed. This position is funded by the City’s backflow bi-monthly fee schedule.

This position requires strong technical knowledge and sound, independent judgment and initiative. Assignments are typically received in general terms, and the incumbent is expected to act with considerable independence within the framework of established policies, procedures and objectives.

This position reports directly to the Water System Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Oversees the City’s Cross Connection Control Program.
2. Conducts plan reviews and site surveys to determine appropriate backflow protection at service meters.
3. Performs field inspections; tests new installations; installs, repairs, maintains and tests backflow prevention assemblies.
4. Enforces annual testing of backflow devices by users.
5. Conducts studies and prepares reports; maintains files; compiles data and daily logs of cross connection and/or water activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

6. Performs on-site pressure/shutdown test of water user's systems.
7. Participates in consultations with regulatory agencies such as the State Department of Health, Los Angeles County Department of Health Services and other interested parties.
8. Drives on City business.
9. Oversees Construction Meter program and inventory.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Methods, materials, equipment and practices used in water works maintenance and construction.
2. The principles of identifying and controlling potential water system cross connections and pollution sources.
3. Testing procedures for all types of backflow devices.
4. Proper installation requirements for backflow devices.
5. Regulatory codes and laws relating to the operation of a water system, including but not limited Title 17 (backflow) and Title 22 (water quality).
6. Occupational hazards and safety precautions in the workplace.
7. State requirements and standards for the use of recycled water.
8. Modern office procedures, practices and equipment, including but not limited to computer equipment and supporting software.

ABILITY TO:

1. Perform backflow and recycled water surveys.
2. Work according to safety standards.
3. Prepares written reports; maintain databases and files.
4. Read and interpret blue prints and diagrams.
5. Communicate effectively both verbally and in writing.
6. Establish and maintain effective working relationships with supervisors, the public, and outside agencies.

MINIMUM QUALIFICATIONS

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent is required. Technical training or college-level coursework in water technology or a related field is desirable.

Four years of recent experience in construction or maintenance work in a public or private water utility system is required.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver’s license is required at time of appointment, and while employed.

A valid certificate as a “Backflow Prevention Tester” issued by the California/Nevada Section of the American Water Works Association (AWWA).

Certification as a “General Backflow Prevention Device Tester” issued by the County of Los Angeles Department of Health Services is required within six months of appointment.

A valid D-2 Water Distribution Operator certificate issued by the State of California Department of Health Services.

Certification as a Cross Connection Program Specialist, Grade I is required within two years of appointment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. The employee is frequently required to lift up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

PHYSICAL AND MENTAL DEMANDS

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses shop math; learns and applies new information and skills; responds to emergency situations; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee regularly works in outside weather conditions. The employee frequently works near moving equipment and mechanical parts in or near street traffic with significant exposure to unsafe or hazardous drivers; is exposed to wet or humid conditions and vibration; and works in high, precarious places. The employee is exposed to fumes or airborne particles, toxic or caustic chemicals, and biological hazards. The employee is occasionally exposed to loud or prolonged noise and equipment with heavy vibrations. The employee may be at risk of electrical shock.

The employee may be required to work various shifts and standby at night, on weekends and holidays as needed.

