

Sacramento Suburban Water District Classification Specification

Job Class: Cross Connection Control Specialist

FLSA Status: Non-Exempt

Effective Date: October 18, 2023

Definition

Performs a wide variety of technical 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, as well as conducting field tests and inspections.

Distinguishing Characteristics

This is the journey level class and is fully competent to independently perform a variety of technical duties related to the District's Cross Connection Control Program. Incumbents are expected to be familiar with a related and diverse set of procedures and situations. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Prioritizes unprotected services with potential cross connection hazards, instructs customers to install approved backflow prevention assemblies, tests new and existing customers' assemblies as needed, tests and maintains annual records of District assemblies, repairs or replaces and retests non-working assemblies to ensure compliance.
- Assists with cross connection control surveys for all connection types.
- Reviews backflow prevention assembly test reports, maintains assembly records, and coordinates with operations for field inspections and other backflow-related tasks.
- Generates list and coordinates testing of backflow prevention assemblies for contract testing.
- Coordinates printing/mailing of backflow prevention assembly test notification letters with vendors and prepares/mails install and repair/replace letters.
- Works with vendors and/or purchases materials to repair/replace District backflow prevention assemblies and ensures all District backflow test kits are calibrated annually.
- Notifies and advises customers regarding installation of assemblies and schedules and/or conducts field inspections before and after installation in accordance with regulatory requirements to ensure compliance.
- Communicates and explains backflow and cross connection control requirements to customers, contractors, government agencies, and the public.

- Organizes/analyzes data and assists with the preparation of compliance reports for regulatory agencies; prepares compliance letters, plans, reports, and other documents.
- Assists with investigations of customer inquiries and complaints regarding water quality and maintaining the associated records.
- Assists in the coordination of the District's CCCP with other departments and outside agencies.
- Coordinates installation schedules and procedures with contractors and staff.
- Reviews and approves contractor's certification documents before granting access to the District's test entry portal.
- 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.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles, design, and operation of backflow prevention assemblies.
- Basic hydraulics as applied to water distribution systems.
- State laws relating to cross connection control.
- Methods, materials, and equipment used in water system maintenance and repair.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Identify and perform field tests and inspections on a variety of District-approved backflow prevention assemblies.
- Become familiar with and explain District regulations relating to cross connection control.
- Operate a computer for word processing, database, and department-specific software related to Field Operations and the District's CCCP.
- Deal tactfully and courteously with the public.
- Test and explain the operation of backflow prevention assemblies.
- Perform and assist others with backflow assembly testing.
- Follow verbal and written directions.
- Read and interpret maps, diagrams, and specifications.
- Exercise good judgment and analyze situations accurately.
- Provide input and assist with the composition of letters, plans, and reports on behalf of the District.

- Be an integral team player, which involves flexibility, cooperation, and communication.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, and the public.
- Pass pre-employment physical, drug test, and background check.

Experience and Education:

Experience:

Three (3) years of increasingly responsible experience in water distribution or water production operations or related field. Additional experience in testing and installing backflow prevention assemblies and inspecting internal building plumbing systems for cross connection hazards is desirable.

Education:

High school diploma or equivalent. Equivalent to an Associate's degree from an accredited college or university or two (2) years of post-secondary education may be substituted for two years of related experience.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of 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.
- Possession and maintenance of a:
 1. American Water Works Association (AWWA) or Northern California Backflow Prevention Association (NCBPA) Backflow Prevention Assembly Tester Certificate.
 2. 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.
 3. AWWA or NCBPA Cross Connection Control Specialist Certificate, or ability to obtain this certificate within one (1) year of employment.

Working Conditions and Physical Demands

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.


- May be required to work overtime, be on-call and respond to emergencies during evenings, weekends, and holidays.
- Operates District vehicles and equipment for field inspections, installations, maintenance, and repair work.
- Travels frequently by automobile in conducting District business.

- Communicates verbally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a phone and email for communication.
- Regularly uses a computer, keyboard and mouse.
- Regularly uses office equipment such as computers and copiers.
- 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 on uneven terrain and/or for extended time periods.
- Work 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, sit at a desk or in a vehicle for long periods of time.
- Hearing and vision within normal ranges with or without correction.
- Must wear Cal OSHA-approved protective footwear with minimum ANSI I/75 or equivalent ASTM rating.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: October 18, 2023

By: 
 Dan York
 General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date