



Marina Coast Water District

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CROSS-CONNECTION CONTROL SPECIALIST

DEFINITION

Under direct and general supervision, performs a variety of skilled work in backflow maintenance; plans, organizes, and assists in administering the Districts cross-connection control program; performs inspections and determines the need for the installation of approved backflow prevention assemblies at water and recycled water customer connections based on the assessed level of hazard present at the premises; tests and repair backflow assemblies; prepares and submits regulatory reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision and training is given by the Operations and Maintenance Supervisor. General supervision is given by the Operations and Maintenance Manager. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

The Cross-Connection Control Specialist is an experienced-level class capable of performing a wide variety of independent work to ensure that the District's water system is adequately protected and provides technical resources to ensure compliance with State and Federal drinking water standards. Incumbents will spend time both in an office setting and out in the field conducting inspections and performing backflow testing to ensure compliance with the District's Cross-Connection Control Program requirements.

EXAMPLES OF DUTIES (Illustrative Only)

- Inspects backflow assemblies for correct installation to meet District requirements.
- Test, troubleshoot, and repair faulty backflow assemblies.
- Conduct cross-connection control hazard assessments and surveys to identify water user premises where cross-connections are likely to occur and assess the level of hazard present at those premises.
- Develops and implements a periodic inspection schedule to ensure annual testing; notifies customers of the need for scheduled testing; tracks responses and prepares follow-up notices for non-compliance and maintains backflow database.
- Approves the installation of backflow prevention assemblies at the time of final inspection.
- Consult with and advise others in the correction or elimination of cross-connection hazards.
- Performs cross-connection shutdown tests on a routine schedule and as required.
- Performs investigations on any cross-connection within the system.
- Provides required initial and ongoing training to recycled water site supervisors.

- Maintains accurate records of work performed.
- Install and test hydrant backflow meters for construction water.
- Performs report writing for local, State, and Federal reports.
- Coordinates with County Health and the State Waterboards, Division of Drinking Water as it relates to Cross-Connection.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to assist individuals with disabilities to perform the essential functions.

Knowledge of:

- All phases of cross-connection control; procedures for inspection, cleaning, installation, removal and repair of backflow prevention assemblies; proper use of all tools, equipment and supplies used in all phases of the cross-connection control program.
- Principles and practices of safety related to areas of assignment and procedure for maintaining records of work activity and equipment usage.
- All aspects and familiarity with conducting cross-connection control assessments and surveys.
- Testing, calibration, maintenance, and repair of testing equipment used in the installation, repair, and testing of backflow assemblies.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Responding effectively to emergency cross-connection situations and troubleshooting such situations.
- Safely using hand and power tools related to the work.
- Interpreting and explaining laws, regulations, policies, and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may substitute for education. Minimum requirements to obtain the requisite knowledge and abilities are:

Equivalent to graduation from high school with specialized coursework or training related to cross-connection inspection and backflow prevention and two years of experience working in a municipal water system or equivalent in the operation, testing, and maintenance of backflow prevention devices and/or cross connection control surveys.

Licenses and Certifications:

Must possess a valid California C driver's license and have a satisfactory driving record.

Must possess and maintain the following certifications at the appointment date:

- American Water Works Association Cross Connection Control Program Specialist
- American Water Works Association Backflow Prevention Assembly General Tester
- Within 24 months from hire- possess and maintain a Grade D2 Water Distribution Operator certification from the State Water Resource Control Board

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and customer sites; physical stamina to perform backflow maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Environmental Elements:

The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt, eligible for overtime

Bargaining Unit: MCWD Employees Association