

City of San José
CLASS SPECIFICATION

Title: Cross Connection Specialist (3630)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Varies	Non-Exempt

CLASS SUMMARY

Under general supervision, the Cross Connection Specialist leads, implements and administers the Backflow Preventer Testing Program and the Cross Connection Control Program for the City of San José Municipal Water Systems (SJMWS). Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Cross Connection Specialist is a specialized classification requiring an American Water Works Association (AWWA) certification as a Cross Connection Control Program Specialist and Backflow Prevention Assembly General Tester.

Duties require a heavy level of physical exertion, including exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects (e.g. large hand tools, pipes, or other water equipment). Incumbents work with large industrial equipment and machinery, in confined spaces, outdoors, and around hazardous materials. Incumbents may be required to utilize self-contained breathing apparatus (SCBA) equipment, which requires the ability to pass an annual fit and spirometry test.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

One (1) year experience in cross connection control and backflow prevention inspections of water systems and program administration.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- Possess and maintain valid AWWA certification as a Cross Connection Control Program Specialist.
- Possess and maintain valid AWWA certification as a Backflow Prevention Assembly General Tester.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Job Expertise - demonstrates knowledge of and experience with applicable professional/technical principles and practices, including basic principles and practices of cross connection control and backflow prevention, design of plumbing systems, hydraulics, record keeping, inspection techniques and evaluation of compliance requirements, Citywide and departmental procedures/policies and federal and state rules and regulations.

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Communication Skills - Communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.

Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Project Management - Ensures support for projects and implements agency goals and strategic objectives.

Team Work & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Ability to:

- Obtain certification in First Aid, CPR, AED, and other trade-related safety training.
- Lead staff who are not direct reports.
- Operate water service valves.
- Access meter boxes and vaults.
- Enter construction sites and comply with general safety requirements.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Program management of the Backflow Prevention Testing Program and the Cross Connection Control Program; maintain regulatory compliance with the testing of backflow preventers, maintain records for a minimum of three (3) years and report to SWRCB annually; and keep current records of the approved list of backflow prevention assemblies provided by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research (USC FCCCR).	Continuous
2.	Prepare annual SWRCB reports regarding the Cross Connection Program and annual backflow testing for SJMWS; and update the <i>Requirements for Testing and Maintenance of Backflow Prevention Assemblies</i> for SJMWS.	Continuous
3.	Liaison for SJMWS with public, water customers, SWRCB, various water agencies, and stakeholders; and respond to inquiries and provide technical information to the public relating to backflow prevention.	Continuous
4.	Issue corrective recommendations, review plans, and ensure compliance with good sanitary practice, existing rules, and regulations.	Continuous
5.	Maintain an accurate computerized database of backflow devices, add and delete records, and update annual testing information; ensure the backflow database functions properly and assess whether the software needs to be updated or replaced; and update the backflow database with a wide variety of information on an as needed basis.	Continuous
6.	Schedule testing frequency of privately owned backflow devices to ensure proper installation and initiate monthly notices to customers to inform them of required periodic testing and maintenance of backflow devices; and ensure that testing and/or repair is completed, including providing follow-up notices, and correspondence.	Frequent
7.	Coordinate efforts between customers, engineers, and contractors for installation of new backflow preventers on new and existing services; including final inspections, unlocking water services, and turning the service on for the water customer.	Occasional
8.	Inspect customer facilities and backflow prevention device installation and assemblies to ensure compliance with City codes, State regulations, and USC FCCCR; approve or deny installations; and perform on-site inspections of customer facilities to evaluate backflow problems and determine necessary corrective measures.	Occasional
9.	Maintain and update a reference list of qualified private contractor backflow device-testers and approved types of protective devices; and coordinate efforts with backflow testers to ensure that accurate records are kept with their certification and registration forms.	Occasional
10.	Create and analyze test reports and send letters and correspondence in a timely manner.	Occasional

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12.	Perform on-going surveys of existing properties for protection of the SJMWS distribution system; coordinate efforts with water customers and stakeholders; and may require installation of backflow preventer.	Occasional
13.	Provide guidance to staff, contractors, customers, and stakeholders about backflow prevention and cross connection control.	As Required
14.	Coordinate disconnection for non-compliance.	As Required
15.	Shut down water lines and coordinate efforts for the installation and replacement of backflow prevention devices; and open valves to place potable and recycled water services online.	As Required
16.	Liaison for SJMWS with South Bay Water Recycling (SBWR) for the collection of Annual Site Inspection Reports with SJMWS water customers that have recycled water on site and other miscellaneous issues; inspect SBWR sites for existing and/or new customers for compliance with state and SBWR rules and regulations; oversee existing sites using recycled water for compliance with SBWR rules and regulations; and ensure backflow preventers are being tested and maintained.	As Required
17.	Assist with water quality issues; coordinate efforts with engineers; and investigate water quality problems as required by engineering requirements.	As Required
18.	Provide information and update the SJMWS website with information regarding the Backflow Prevention Program and Cross Connection Control Program.	As Required
19.	Test backflow preventers owned by SJMWS.	As Required
20.	Remain current on safety certifications, classes, and courses as required in the performance of the duties of the position; and remain aware of hazards to the SJMWS distribution system.	As Required
21.	Perform other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 04/90, Rev. 06/16; s001</i>
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