

LEAD CROSS-CONNECTION CONTROL SPECIALIST

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 direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of work in support of the City's cross-connection inspection and backflow prevention control program; oversees and participates in conducting cross connection control surveys and inspections; oversees and participates in the installation, testing, inspection, maintenance, repair, and certification of backflow prevention devices in order to control, prevent, and eliminate contamination to the City water supply; ensures compliance with local and state regulations; provides information and assistance to other departments, contractors, engineers, and the general public; maintains a variety of records, files, and related documents; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Cross-Connection Control Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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. Lead, plan, train, and review the work of staff responsible for performing a variety of work in support of the City's cross-connection inspection and backflow prevention control program; discuss work to be performed with supervisors; plan and implement staff assignments; assist staff in troubleshooting and performing the more complex cross connection inspection and backflow prevention control activities.
2. Train assigned employees in their areas of work including cross connection inspection and backflow prevention methods, procedures, and techniques.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
4. Conduct visual inspection of jobsites throughout the City for possible cross-connections, unauthorized use of water, and progress of backflow devices being installed by contractors to prevent mistakes violating the CDs of the City's backflow and meter installations.
5. Oversee and participate in receiving, investigating, reviewing, trouble-shooting and responding 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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6. Oversee and participate in installing, testing, inspecting, maintaining, repairing and certifying 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.
7. Notify customers of scheduled backflow testing.
8. Oversee and participate in conducting 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.
9. Maintain a variety of computerized records on backflow prevention device locations, testing, repairs, and installation; prepare surveys and reports required by the State Department of Health Services.
10. Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.
11. 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.
12. Coordinate activities with the City's Finance Department to ensure all backflow prevention devices are recorded for collection of maintenance fees.
13. Maintains inventory of backflow prevention and cross-connection parts and fittings; assist in ordering parts as necessary.
14. Monitor Underground Service Alert (USA) marking crew member to ensure work is completed in a timely and accurate manner; perform utilities marking activities as necessary.
15. Supervise the installation of water meters; inspect and survey water services for the prevention, control, and elimination of contamination or pollution hazards to the City's water supply.
16. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports; enter data into computer system.
17. Read maps and interpret plans, specifications, and maintenance manuals.
18. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
19. Work with Meter Service Workers and assist them as needed.
20. Work within a budget; code invoices for payment.
21. Ensure compliance with County, State and Federal regulations.
22. Perform related duties as required.

QUALIFICATIONS

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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.
- Principles of lead supervision and training.
- Advanced practices, principles, and techniques of cross connections.
- Advanced procedures for inspection, installation, cleaning, repairing, removing, testing and certifying backflow prevention devices and water meters.
- Advanced methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Advanced methods and techniques of performing diagnostic troubleshooting services.
- 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 degree of hazard and 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.
- Office procedures, methods, and equipment including computers.
- 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:

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Interpret, apply, and enforce pertinent rules and regulations including cross connection and water quality regulations.
- Provide input on employee performance.
- Oversee and independently perform the most difficult cross connection control and backflow prevention program duties; oversee and 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.
- Read, research and reference various technical and regulatory methods and procedures.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.

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- 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.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- 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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training related to cross-connection 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 II with the City of Antioch.

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 Health.

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.

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.

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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

Revised: April 2002; 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.