



ROWLAND WATER DISTRICT

CROSS-CONNECTION CONTROL SPECIALIST

Definition

Under general direction of the Operations Superintendent or the Water Systems Supervisor, the primary duties and responsibilities of this position involve performing the following: coordinating and administrating the District's Cross-Connection Control Program including the recycled water system, operating, maintaining and repairing potable and recycled water transmission and distribution pumping and storage systems; monitoring and maintaining water quality standards; and performing other related duties as required.

Example of Duties – Duties may include but are not limited to the following:

- Perform site surveys/inspections for backflow and cross-connection control within the District to evaluate the degree of hazard.
- Coordinate mailings of backflow testing notices, recycled water permit applications, and follow-up notifications.
- Performs testing and repair on District owned backflow devices.
- Perform site surveys for the conversion/retrofit of irrigation and industrial process systems from potable water to recycled water.
- Works with customers on the design, plans, specifications, estimates, and reports for on-site recycled water construction projects.
- Monitors recycled water use sites to ensure their compliance with District regulations.
- Inspects the installation of on-site recycled and potable systems to ensure compliance with District and State standards.
- Perform inspection of recycled water sites for compliance under the Districts Recycled Water Rules and Regulations.
- Maintain accurate records of sites using recycled water.
- Controls daily operational functions of potable and recycled water distribution and storage systems.
- Performs, documents, and evaluates preventive maintenance procedures on water system facilities.
- Collects and analyzes water quality data and prepares mandatory chemical and microbiological reports.

- Performs and documents regular inspections of portable and stationary emergency backup power equipment.
- Operate, maintain and monitor RCS systems, wells, pump stations, inter-connections, telemetry systems, and reservoirs.
- Maintains written and electronic databases which may include but are not limited to: source and finished water quality analyses; preventive maintenance procedures; fire-flow evaluations; customer water quality complaints and; cross-connection control and backflow prevention assembly inspections.
- Stays current with water quality regulations and works cooperatively with other District personnel to ensure compliance of water quality regulations, standards and objectives.
- Utilizes appropriate safety equipment and procedures in the performance of duties.
- Responds to emergency situations on an “as needed” basis.
- Performs other tasks as assigned.

Typical Physical Activities

Physical activities may include but are not limited to:

- Operates various types of District vehicles used in daily field operations.
- Must be able to carry, push, pull and lift equipment or parts weighing up to 90 pounds. Performs strenuous tasks while wearing either a respirator or self-contained breathing apparatus.
- Performs procedural tasks in environments which may involve exposure to chemicals typically used in water transmission and distribution.
- Entry into various degrees of permitted confined spaces and climbing ladders to heights up to 50 feet.
- Extended or intermittent periods of walking, climbing, lifting, bending, pulling and/or pushing, grasping, reaching, stooping, crouching, sitting or standing.
- Works in inclement weather and environments exposed to heat, noise, dust and dirt.
- Keyboard entry, reading, writing, color determination.

Journey Level Knowledge of:

- Procedures, methods, tools and equipment used in the operation and maintenance of water distribution equipment and appurtenances.
- Types of information technology (IT) systems used in telemetering.
- Mathematical principles related to water industry computation of flows, pressures, volumes and chemical dosages.
- Approved regulatory procedures for water quality sample collection and handling.
- Facility maintenance record keeping.
- Safety requirements relating to electricity, confined space, chemical handling and rotating machinery.
- Drinking water standards and regulatory compliance.
- Relevant regulatory agencies and their representatives.
- Applicable uses of Office Suite software programs and other related software applications.
- Safe handling of chemicals.

Journey Level Ability to:

- Accurately read and interpret meters, gauges, instruments and charts.
- Maintain, repair, or facilitate repairs to water system facilities, pumps, motors, IC engines, reservoirs, meters, telemetering equipment, control valves and water mains.
- Service emergency pumping or electrical generating equipment.
- Collect and handle water quality samples.
- Perform applicable mathematical calculations.
- Deal tactfully and courteously with the public, the District's contractors/vendors, or other interested parties.
- Operate motorized vehicles and power driven equipment used in water service work.
- Maintain accurate inventory and maintenance recordkeeping.
- Employ practical writing skills.
- Employ practical computer skills.
- Establish a cooperative working relationships with other District employees and promote practical conflict resolution when needed.
- Perform tasks with hearing and vision capabilities corrected to normal ranges.

Desirable Education and Experience

High school diploma or equivalent. Three (3) years combined experience in operating and maintaining complex water systems with responsibilities for water supply, water distribution and water quality monitoring.

Special Requirements

Possession of a valid California driver's license (Class C) issued by the California Department of Motor Vehicles with satisfactory evidence of a good driving record. This position's driving record must be free of multiple or serious traffic violations or accidents for a minimum period of two (2) years and cannot adversely affect the District's automobile liability insurance rates.

California State Water Resources Control Board/Department of Public Health Grade 3 Water Distribution Certification.

Certification as a State of California, Division of Drinking Water, Grade T2, Water Treatment Operator.

Certification as an AWWA CA/NV Section Backflow Prevention Assembly - General Tester.

Certification as an AWWA CA/NV Section Cross-Connection Control Program Specialist, or equivalent.

Satisfactory results received from a physical examination, including pulmonary function test and drug screening. The District will also conduct a comprehensive pre-employment background investigation.

Required to be on stand-by duty status for a continuous period of seven (7) days at scheduled intervals throughout the year. Stand-by duty status requires regular verification of potable and recycled water system conditions and the immediate response to emergency alarms or callouts.

In order to respond to emergencies in a reasonable time period, this position requires that the employee must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee's residence shall be estimated by Google Maps or some equivalent software and approved by employee's supervisor.

This position serves a mandatory six-month probationary period.

Overtime Assignments

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, "non-exempt" position.

Equal Opportunity Employer

Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans With Disabilities Act

The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans With Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date