

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: CROSS CONNECTION CONTROL SPECIALIST**

**PERSONNEL COMMISSION APPROVAL: JUNE 19, 2019 (REVISED)**

**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

<b>JOB CODE:</b>	<b>0192</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>TECHNICIANS</b>

### **JOB SUMMARY**

Under general supervision, inspects commercial, industrial residential and city-owned facilities for compliance of regulations related to backflow and cross connection prevention, and water pollution.

### **SUPERVISION RECEIVED**

Reports to: Water Quality Supervisor

### **DISTINGUISHING CHARACTERISTICS**

Cross Connection Control Specialist differs from Water Quality Control Coordinator in that Cross Connection Control Specialist performs journey level backflow and cross connection compliance work to maintain the quality of the City's drinking water while Water Quality Control Coordinator is responsible for overseeing the daily operations of water quality staff and performs work in water quality and cross connection control.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Performs cross connection control survey inspections to evaluate the degree of hazard to the City's water supply
- Reviews construction plans to determine compliance with City, state and federal regulations
- Advises contractors, property owners and facility supervisors of backflow prevention device installation and testing requirements
- Coordinates cross connection activities with other divisions, outside agencies and organizations

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- Reviews and inputs backflow prevention device test reports
- Issues shutdown orders for non-compliance with City's cross connection control ordinances
- Gives verbal and written directives to public water customers, contractors, developers, and property owners to inform and enforce cross connection regulations
- Maintains records and files on backflow device testing and survey inspections in compliance with regulatory standards
- May assist with water quality sampling and testing
- Attends training to stay current with trends, new regulations and plumbing practices
- Supports and actively participates the City's safety programs
- Assists with periodic safety inspections; identifies and corrects safety hazards
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- Water distribution systems
- Federal, state and local ordinances governing backflow prevention devices and cross connection control hazards
- Plumbing practices and the Uniform Plumbing Code
- Cross connection control inspection criteria and testing techniques
- Commercial and industrial water systems, plumbing equipment, and other various types of backflow contamination hazards to the public water supply
- Approved backflow prevention device types and installation requirements

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- Common tools and test equipment used in water quality testing
- Occupational hazards and necessary safety precautions

#### **Ability to:**

- Perform a range of water system backflow inspection activities with minimal supervision
- Read and interpret diagnostic backflow device test results
- Properly read construction plumbing plans
- Interpret and enforce rules and regulations applicable to water quality
- Use a variety of testing instruments and equipment
- Operate computer program software, including word processing, spreadsheet and backflow prevention management applications
- Respond quickly to critical situations and carry out work assignments as instructed
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member
- Travel to offsite locations within a reasonable timeframe

**Education:** Associate's degree or two (2) years' (60 semester or 90 quarter units) college level coursework in water utility science, biology or other directly related field.

**Experience:** Two years' experience maintaining, coordinating and administering a cross connection program

#### **Certifications/License:**

- A valid California driver license and an acceptable driving record required at time of appointment and throughout employment.
- American Water Works Association Cross Connection Control Program Specialist Certificate
- Grade 2 Water Treatment Operator or Grade 2 Water Distribution Operator Certificate issued by the California State Water Resources Control Board
- Backflow Prevention Device Tester Certification from the Orange County Health Care Agency within twelve (12) of appointment

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### **SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work around bodies of water. May include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, and vibrations. May work in close proximity to mechanical and electrical hazards. May work in confined spaces. Exposure to potential natural irritants such as vegetation, dust, soil, tree pollens, sawdust and chemicals including but not limited to gasoline, diesel, chlorine, fluoride, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers, and non-restricted pesticides. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend. Requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects. May require lifting tools and equipment weighing 50 pounds or less. Requires hand, arm, and upper body strength to operate power equipment. Required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel-toed shoes. May be required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergencies within a reasonable time period.

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Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

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