*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.*

**DEFINITION**

Oversee and coordinate City's Cross Connection Control Program services and activities; communicate and implement program goals and objectives; monitor program compliance with laws, rules and regulations; perform a variety of technical tasks in support of assigned area of responsibility.

**JOB CLASSIFICATION**

Non-Exempt, Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Utilities Maintenance Supervisor.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Oversee and coordinate City's Cross Connection Control Program services and activities to identify and prevent potentially hazardous connections to the City's water systems.
2. Recommend and assist in the implementation of goals and objectives for assigned programs and functions; implement policies and procedures; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.
3. Test, inspect, clean and repair backflow devices.
4. Review building plans; provide recommendations regarding proper backflow devices to be installed; apply holds on Certificate of Occupancy until requirements are met; determine type of device required for protection; issue variances for retrofits as needed.
5. Develop and present training and public awareness programs to the general public and business community regarding the purpose and objectives of the Cross Connection Control program; meet with residents to inform them of the program requirements.
6. Monitor program compliance with laws, rules and regulations; recommend revisions to City ordinances as appropriate to conform to changes in Federal and State law.
7. Organize and maintain records and develop reports concerning program activities; assist in the preparation of technical reports for management and regulatory agencies as needed.
8. Respond to customer issues or complaints related to cross connection program; investigate complaints and take corrective action as necessary.
9. Implement safety program; determine topics to be presented to department and other staff; coordinate appropriate speakers.
10. Perform other duties of a similar nature or level.

**Experience and Training Guidelines**

*Minimum Requirements:*

 **Experience:**

 Two (2) years of experience. in testing and installing backflow prevention devices.

**Training:**

 High school diploma or G.E.D.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate:**

Possession of, or ability to obtain, a valid Colorado Driver's License.
Possession of, or ability to obtain, a valid Class IV Water Distribution and Class IV Collection certificate issued by the State of Colorado.
Possession of, or ability to obtain, ASSE Backflow Tester License.

**Knowledge of:**

Operations, services and activities of a cross connection control program.
Operational characteristics of back flow prevention assemblies.
Procedures, methods, practices, materials and equipment commonly used in the testing and installation of backflow prevention assemblies.
Operations of water distribution systems.
Customer service procedures and principles.
Principles and practices of record keeping.
Occupational hazards and standard safety practices.
English usage, spelling, grammar and punctuation.
Modern office technology and equipment, including computers and related software applications.
Applicable tools and equipment operations.
Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Coordinate and direct the Cross Connection Control program.

Recommend and implement goals and objectives for providing assigned services.

Elicit community and organizational support for Cross Connection Control program.

Identify potentially hazardous cross connections.

Respond to requests and inquiries from the general public and City employees.

Operate equipment, tools and machines necessary to test, install and maintain backflow prevention assemblies.

Interpret and work from sketches, penciled layouts, and blueprints.

Establish and maintain accurate records, logs, and files.

Interpret and apply Federal, State and local policies, laws and regulations.

Operate and use modern office equipment including computer and various software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Office environment and field environment.

The following condition(s) may be present on a continuing basis:

Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.) Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)

Hazardous materials (chemicals, blood and other body fluids, etc.)

Inadequate lighting

Work space restricts movement

Local Travel

**Physical Conditions:**

The job is characterized by:

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

The following physical activities are very or extremely important in accomplishing the job's purpose and are performed on a daily basis:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop, climb, crawl, talk, hear, see and demonstrate manual dexterity. Materials and chemicals may expose the employee to fumes, dust and air contaminants. The employee regularly works in outside weather conditions, near moving mechanical parts. The employee is frequently exposed to wet or humid conditions and vibration. Job may require work in confined spaces. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment. The employee is also required to perform light lifting.