

POSITION DESCRIPTION

Title: Cross Connection Control Specialist
(Job Class Code: 0109)

Department: Building Safety/Permits

Effective Date: March 5, 2020

Grade: 14

FLSA Status: NE

GENERAL PURPOSE

Responsible for ensuring protection of the City's Water Distribution System from contamination due to backflow/ back pressure through cross connection as required by the Federal and State of Louisiana Plumbing Codes.

SUPERVISION RECEIVED:

Position works under the supervision of the Chief Building Official and/or the City Engineer.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

1. Manage State required Cross Connection Control Program for the City's water system.
2. Send letters and make phone calls to customers informing them that their existing backflow assemblies are due for their annual tests.
3. Enter test results and customer information into the City's database.
4. Ensure that the City is in compliance with applicable cross connection regulations as per Louisiana State Plumbing Codes and other applicable codes/requirements.
5. Conduct testing and repairs of the City's backflow devices and maintain inventory of such devices including required test dates.
6. Survey existing customers/businesses within the City to insure the proper backflow device is installed and maintained properly.
7. Review new building plans to ensure that the proper backflow devices are installed. (This may require work with various City departments.)
8. Issue Violation Notices for customers/businesses found to be in non-compliance.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. High School Diploma or G.E.D.
- b. Two years' experience in plumbing or working with a Water System desired
- c. Advanced education, certification or related experience may substitute for the experience requirement.

Necessary Knowledge, Skills and Abilities:

- a. Applicable Federal, State (Louisiana State Plumbing Codes), local law codes, regulations, operations, policies, and procedures;
- b. Understanding of indoor potable water systems, lawn irrigations systems, and all types of industrial or medical equipment connected to the City's potable water systems;
- c. The City's water system;
- d. Ability to read and understand blue prints and plans; communicate effectively orally and in writing; maintain the City's database and hard copy filing system.

SPECIAL REQUIREMENTS

Must obtain the following within one year of employment:

- a. Certification as a WSPS (Water System Protection Specialist)
- b. Class 1 State Certified Operator (Water Distribution)

TOOLS AND EQUIPMENT USED

Computer, Printer, Fax Machine, Vehicle, Telephone, Camera, Backflow Test Kit

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate equipment, objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee occasionally lifts and/or moves up to 50 pounds and rarely lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet during indoor and is loud in outdoor operations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Marianne White
Civil Service Director

Approval: [Signature]
Department Director