



## JOB DESCRIPTION

### Cross Connection Technician

**Date Prepared:** August, 2014

**SUMMARY:** Under general supervision, assists the Cross Connection Coordinator in administering the City's Cross Connection Control Program.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Test backflow prevention assemblies; assist the Cross Connection Coordinator in administering the District Construction Meter Program; prepare various reports.
- May assist Cross Connection Coordinator in conducting cross-connection surveys of new and existing facilities.
- Perform initial backflow inspections and tests devices on newly constructed facilities; perform follow-up tests on selected existing backflow devices to ensure compliance.
- Read and interpret drawings, diagrams, and blueprints; requisition parts and supplies; adhere to safety standards.
- May participate in emergency on-call duty on a rotation basis.
- May cross-train with other City division staff.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent; AND two years water supply OR distribution maintenance experience, INCLUDING one year of experience as a certified backflow assembly tester; OR an equivalent combination of education, training, and experience.

##### **Knowledge of:**

- City policies and procedures.
- Local, state, and federal laws, regulations, and codes regarding cross-connection control program operations.
- Principles of cross connection control, testing, and maintenance of backflow devices.
- Water distribution and treatment procedures.
- Principles and practices of system troubleshooting.

**Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Using power and hand tools.
- Reading and interpreting plans, specifications, drawings, and the department Map Book.
- Principles of cross connection surveys.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with supervisors, employees, external public agencies, community groups, contractors, and the general public; and applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- California Water Treatment Operator Grade I Certification.
- California Distribution Operator Grade II Certification.
- County of San Bernardino Backflow Tester License.
- An American Water Works Association Backflow Testers License is acceptable at the time of hire with a County of San Bernardino Backflow Tester License being required within one year of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed both in an office and outdoor work environment. May be required to traverse uneven surfaces May be exposed to extreme weather conditions, heavy machinery, potential electrical hazards; conditions will require the use of proper protective equipment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; use hands and fingers to handle or feel objects, tools, or controls; lifting and carrying moderately heavy boxes up to 100 lbs. Incumbent frequently works near moving mechanical parts. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which includes weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date