



## JOB DESCRIPTION

### Cross Connection Coordinator

**Date Prepared:** February, 2014

**SUMMARY:** Under limited supervision, administers 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:*

- Inspect, install, and test backflow prevention assemblies; administer the District Construction Meter Program; prepare various reports.
- Check building and facility plans for compliance with the cross-connection control ordinance.
- Conduct cross connection surveys of new construction and existing facilities; perform initial backflow inspections and test devices on newly constructed facilities; perform follow-up tests on selected existing backflow devices to ensure compliance.
- Administer the district's construction meter program; conduct initial inspections of construction sites for possible cross connection hazards; conduct follow-up inspections to ensure the proper use of construction meters.
- Read and interpret drawings, diagrams, and blueprints; requisition parts and supplies; may conduct employee safety meetings; adhere to safety standards.
- May participate in emergency call duty on a rotation basis.
- May cross-train with other City division staff.
- Support the relationship between the City of Victorville and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and City 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 four years water supply or distribution maintenance experience, including two years 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.
- Thoroughly carrying out oral and written instructions
- 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 judgments.
- Using power and hand tools.
- Reading and interpreting plans, specifications, drawings, and the department Map Book.
- Conducting cross connection surveys.
- Operating a personal computer and various software applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, contractors, community groups, and the general public; and apply 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 II Certification.
- California Distribution Operator Grade II Certification.
- American Water Works Association Cross Connection Control Specialist Certification.
- County of San Bernardino Backflow Tester License.

**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.

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Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date