



ORGANIZATION: City of Lincoln City
JOB TITLE: Cross Connection Back Flow Specialist
FLSA STATUS: Non-Exempt, Grade 11
UNION: AFSCME
UPDATED: May 2011

PURPOSE OF POSITION: Administer the City's Cross Connect and Backflow programs. Perform work as a Water Distribution Operator for City's distribution system.

ESSENTIAL JOB FUNCTIONS:

Administer and monitor the cross-connection inspection and control program to ensure compliance with State and Federal regulations and codes for the prevention, control and elimination of contamination or pollution hazards; monitor the enforcement of the City's program to prevent the installation of unprotected connections.

Review plans for new and remodel construction to determine if plans comply with Oregon Administrative Rules and City ordinances. Approve or note reason for non-compliance. Make recommendations to City Engineering as needed for meeting compliance standards.

Deliver excellent customer service while providing information to the public regarding cross-connect and backflow requirements, installations and certified testers.

Inspect plumbing in buildings for possible cross-connect violations. Identify and determine degree of hazard and notify owner of violation. Make recommendations to bring plumbing into compliance. Monitor to ensure violation is corrected.

Inspect installations of backflow devices for compliance. Maintain list of all devices in service area. Monitor devices to ensure testing and necessary repairs are made. Notify owners of delinquent tests.

Monitor test reports received from devices for accuracy and completeness. Test and repair City-owned devices backflow assemblies and order parts as approved by each Department Supervisor.

Respond as directed to water main breaks, leaks, service emergencies and similar problems. Determine location of shut-off valves and take emergency action to minimize damage to property and restore service as soon as practical. Also perform water turn-ons and conduct hydrant maintenance, flushing and locates.

Repair street cuts with hot or cold asphalt.

Safely operate various types of equipment, e.g. dump truck, loader, backhoe, power compactor, tapping machine, mower, jackhammer, chain saw, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts and cleaning.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional

communications internally and externally as needed to perform job duties, such as preparing reports as scheduled or requested regarding cross-connect and backflow programs.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Respond to emergency call-outs outside normal work hours for water distribution systems. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Equivalent to High School education and over three years related experience, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Advanced knowledge of principles, methods, materials, tools and equipment used in a water system, and cross connect/backflow regulations. Knowledge of water hydraulics, general plumbing principles, record keeping and arithmetic calculations, proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in a water distribution system and general equipment servicing methods.

SPECIAL REQUIREMENTS/LICENSES: Possession of Cross Connection Specialist and Tester certification as well as a Level III Water Distribution certificate (within six months of appointment). Possession of a valid driver's license and ability to possess and maintain a valid CDL within six months of appointment. Possession of Flagger/Work Zone certificate and Competent Person training within six months of appointment and ability to maintain them throughout employment. Must also possess a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment. Must be able to respond onsite to an emergency within twenty and no more than thirty minutes.

DESIRABLE REQUIREMENTS: Previous experience in a municipal water distribution department or work directly with City water systems.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, kneel, stoop, bend, climb, push, pull, twist, balance, communicate, reach and manipulate objects, tools or controls. The position requires mobility and repetitive work, such as extensive digging. Duties involve moving materials

weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 75 pounds. Manual dexterity and coordination are required over 50% of the work period while operating both field crew equipment and standard office equipment.

WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis. Some duties may expose position to biohazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Position is subject to emergency on-call response after normal duty hours on a rotational basis. May require working on rotating shifts, weekends and holidays. Must be able to act as an Emergency Responder.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Water Distribution Supervisor and takes direction from the Lead Water Distribution Operator.