

CROSS CONNECTION SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Cross Connection Supervisor administers the City's Cross Connection and Backflow Prevention Program and supervises the inspection of industrial and commercial assemblies to ensure compliance with local, state, and federal ordinances, laws, and permit requirements. Duties include: enforcement actions; applying fees and legal actions against commercial and industrial properties; City of Mesa's subject matter expert in determining proper backflow protection for connections to the water distribution system for the purpose of preventing contamination to the water supply; and is the liaison for the City of Mesa for interactions with neighboring and regional water jurisdictions in addressing cross connection issues as well as with local, county, state, and federal agencies. Additional duties include: responsible for long-range planning; budget development, administration of the program updates to the City code and ordinances when required; responsible for selecting, leading training, assigning work, outlining professional development plans, discussing job competencies, communicating job expectations, setting performance goals, and conducting performance evaluations for cross connection staff; responsible for submitting and administering contractor bids and proposals as necessary for the operation of backflow prevention/cross connection control program; manages the review of new and modified plans for building safety; direct supervision over staff assigned to the cross connection control program; responsible for the work of staff in maintaining program compliance with federal and state requirements; inspecting water systems for proper cross connection devices to protect the City's water supply from contamination; inspecting new plumbing installations for compliance with cross connection ordinances and engineering standards and following-up on deficiencies; testing backflow assemblies; approving new installations; approving certificates of occupancy upon successful completion of inspections; maintaining the standard details used for backflow prevention assembly installations; preparing letters of compliance to contractors, customers, etc.; performing cross connection surveys; maintaining the compliance database; and providing training for personnel in other departments. Work involves continual learning in order to understand and stay current on regulations, procedural updates, backflow prevention, and water quality issues. This class may be subject to 24 hours a day, 7 days a week emergency call-out. This position performs related duties as required.

Distinguishing Features: The Cross Connection Supervisor is distinguished by its responsibilities for ensuring the City's compliance with local, state, and federal laws pertaining to the backflow prevention program including enforcement of standards and regulations found in state code, City ordinance, and the Uniform Plumbing Code for protecting water quality in the distribution system. This position supervises staff members assigned to the backflow prevention program. An employee in this class is expected to exercise considerable initiative and independent judgment. The Cross Connection Supervisor reports to the Regulatory Compliance Program Manager who reviews work through meetings, conferences, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Water/Wastewater Chemistry, or related field. Considerable (3 - 5 years) full-time technical experience in enforcing or complying with federal, state, and/or local environmental regulations, including experience in administering a cross connection program. Considerable (3-5 years) experience in a lead/supervisory capacity.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Must hold a valid Backflow Prevention Assembly General Tester Certification by hire or promotion date. Must complete training for a Program Specialist in Cross-Connection Control by hire date or promotion date. Must possess a Grade II (or higher) Water Distribution Operator or Water Treatment Plant Operator certification from the Arizona Department of Environmental Quality (ADEQ) or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within 3 months of hire or promotion. Twenty-four-hour HazWoper certification is required within 18 months of hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Considerable (3-5 years) experience in public contact work, preferably involving the enforcement and/or compliance of laws, ordinances, and regulations.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, or state and county personnel in order to enforce regulations and provide assistance with water quality issues. Prepares and presents information on backflow prevention issues to internal and external customers in the field and/or in a classroom or seminar setting. Oversees required records for the annual backflow prevention device testing and customer notification to ensure that devices are in proper operating condition. Computes and compiles information to be used in compliance reporting and for reference by City employees and Mesa citizens. Communicates positively with customers and testers in an adversarial environment to resolve deficiencies and maintain backflow program requirements.

Manual/Physical: Conducts annual testing and maintenance of backflow prevention assemblies using various testing gauges and hand tools to ensure that devices are in proper operating condition. Must be able to climb a ladder, lift a meter box, and lift a backflow cage. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to sites in order to perform inspections and complete other assigned job functions. Inspects for proper cross connection devices. Inspects new plumbing installations. Uses common hand tools such as: hammers, screwdrivers, wrenches, pliers, shovels, brooms, etc., to repair backflow preventers. Performs flushing operations using valve wrenches to open and close blow-off valves and fire hydrants. Operates a variety of standard office equipment to create documents and enter data on a personal computer (PC) to update records and create reports. Prepares and updates maps, schedules, and graphs to create reports. Moves objects weighing up to 80 lbs. using a cart or other aid, for distances up to 100 feet. Works in a variety of weather conditions while performing

backflow inspections and collecting water samples. Works in small cramped areas while performing backflow inspections, surveys, and assembly testing which may include kneeling and bending over. Works around large pumps and valves, and on construction sites. Meets scheduling and attendance requirements.

Mental: Prioritizes, plans, and schedules work activities of staff. Supervises and evaluates the work of staff to ensure compliance with standard operating procedures, federal and state regulations, and City ordinances. Completes performance appraisals. Investigates industrial and commercial on-site water systems for cross-connections which could contaminate the municipal water supply and endanger the public health. Inspects and evaluates backflow prevention installations to determine compliance with standard details for installation. Understands the technical basis for federal and state regulations, and is able to apply them to specific field situations. Reviews civil and architectural drawings for compliance with backflow prevention ordinances. Identifies pollution hazards in water system cross-connection installations and specifies methods to correct them. Uses independent judgment to resolve complex issues. Uses a PC and related software programs to generate reports.

Knowledge and Abilities:

Knowledge of:

regulations pertaining to public water systems and backflow prevention programs;
water system operation and the dynamics and characteristics of water pressure and flow;
point-of-use water treatment devices and their proper applications;
backflow prevention assemblies and their applications;
cross-connection control practices and procedures;
techniques involved in collecting water samples and performing the related tests;
how to use PC based word processing, spreadsheet, and database programs;
occupational and safety precautions of the work; and
principles, practices, and procedures of employee supervision, training, and evaluation.

Ability to:

use and care for test equipment used in work activities;
implement and explain the policies and regulations pertaining to the cross-connection program;
prepare concise, clear, and accurate reports; and
establish and maintain effective working relationships with coworkers, property and business owners/officers, and their representatives.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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