



## **CLASSIFICATION SPECIFICATION**

### **CROSS CONNECTION/COMMERCIAL ACCOUNT COORDINATOR**

Department: Meters  
Range:

FLSA Status: Non-Exempt  
Effective Date: September 1, 2010

#### **General Purpose**

Under general supervision of the Meter Supervisor, to coordinate the District's cross-connection control program; to inspect and monitor hydrants and/or commercial/residential fire systems; to coordinate hydrant water sales and commercial water meters; to assist with field operations, backflow device repairs and water sampling; and to perform related duties as required.

#### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Coordinates the District's Cross-Connection control program; enters test and inspection results into the District's computer database; generates customer test notifications; cross checks database customer information with District's billing information; maintains detailed files and records.
- Coordinates and participates in the inspection, testing and installation of backflow prevention devices according to District standards and/or requirements.
- Performs on-site cross connection customer inspection surveys to determine proper backflow assembly requirements.
- Monitors District fire hydrants and/or commercial/residential fire systems for unauthorized connections and illegal use.
- Assists in coordinating hydrant meters for construction including permitting; hydrant meter delivery and relocating; meter reading, repair and testing; checking for proper registration; and ordering of parts.
- Assist in field operations and water sampling, as required.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Performs maintenance and repairs for a variety of District equipment and facilities, including electrical, plumbing, mechanical, and painting as required.

- Serves “on call” on a rotating basis and remains subject to overtime with fellow field workers.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

### **Qualifications**

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

- Principles and practices of backflow prevention programs.
- Cross Connection devices, applications, inspection, and regulations.
- District policies, procedures and specifications.
- Pertinent federal, state and local laws, codes, regulations and ordinances affecting District operations.
- California Code of Regulations Title 22 and 17 as it relates to Cross-Connection Control and Prevention.
- Customer service and customer relations practices and principles.
- Record keeping and report writing practices.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- District service area.
- Safe work practices.

#### ***Ability to:***

- Coordinate an effective Cross Connection Control program.
- Interpret, apply and explain District policies and procedures related to Cross Connection, Backflow, Hydrant and Commercial Meters and Billing activities.
- Keep accurate records and prepare required reports.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Perform heavy manual tasks under varied weather conditions.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products as well as Utility Billing software and Meter Reading software and hardware.
- Observe proper safety precautions.

### **Minimum Qualifications**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

#### ***Education:***

A high school graduation or satisfactory equivalent, preferably supplemented by college level course work in water technology and information technology; and

#### ***Experience:***

Five (5) years of progressively responsible experience in both meter service and distribution system operations with a public agency water system.

### **Necessary Special Requirements**

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade II Water Treatment Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of a valid, Grade III Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of a Cross Connection Control Program Specialist's Certificate, issued by the American Water Works Association.

Possession of a Device Tester's Certificate, issued by the County of San Bernardino Department of Environmental Health Services.

### **Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to sit and stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***