



## Marina Coast Water District

11 Reservation Road, Marina, CA 93933  
(831) 384-6131 | Fax (831) 883-5995

# CROSS-CONNECTION CONTROL SPECIALIST – SYSTEM OPERATOR

## DEFINITION

Under direct and general supervision, performs a variety of skilled work in support of all District water treatment, distribution, and wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; makes cross connection control inspections and determines the need for the installation of approved backflow prevention assemblies at water and recycled water customer connections based on assessed level of hazard present at the premises; ; assists in inspecting and performing preventive maintenance, servicing and mechanical repair of potable water booster pump stations, wastewater lift stations and mobile equipment; performs related work as required.

## SUPERVISION RECEIVED AND EXERCISED

Direct supervision and training is given by the Operations and Maintenance Supervisor, and the System Operator III as needed. General supervision is given by the Operations and Maintenance Superintendent. No direct supervision of staff is exercised.

## CLASS CHARACTERISTICS

System Operator Cross Connection Control Specialist is the experienced-level class, Grade II or III, capable of performing a wide variety of independent work to ensure that District systems and facilities are maintained in a safe and effective working condition. Incumbents spend a majority of time out in the field conducting inspections to ensure proper installation and to verify that on site connections exist and following up with customers to ensure compliance with the District's Cross Connection Control Program requirements. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment.

## EXAMPLES OF DUTIES (Illustrative Only)

### When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mains and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance and emergency basis.
- Installs, maintains and repairs wastewater collection mains.
- Operates hydro-cleaning equipment to clean and maintain wastewater collection lines on a scheduled or emergency basis.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning

equipment.

- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves, and other mechanical and electrical equipment.
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.

#### **When performing the water distribution systems assignment:**

- Inspects underground water mains and associated appurtenances to locate leaks and breaks on a scheduled preventive maintenance and emergency basis.
- Installs potable water mains, fittings, valves, and fire hydrants; taps and repairs and replaces water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves, and other mechanical and electrical equipment.
- Performs chlorination of the water distribution system and the maintenance of chlorination equipment.
- Performs sampling of the water distribution system and may perform routine chemical, biological and physical analysis as required.
- Repairs, replaces and may read water meters may learn and perform water treatment plant operations and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.

#### **When performing Cross Connection Control functions:**

- Inspects backflow assemblies for correct installation to meet District requirements.
- Conduct cross connection control surveys in order to identify water user premises where cross connections are likely to occur and assess the level of hazard present at the premises.
- Develops and implements a periodic inspection schedule to ensure annual testing; notifies customers of need for scheduled testing; tracks responses and prepares follow-up notices for non-compliance and maintains backflow database.
- Approves the installation of backflow prevention devices at the time of final inspection of new and remodeled residential and commercial properties.
- Consult with and advise others in the correction or elimination of cross connection hazards.
- Inspect the backflow equipment installation work performed by contractors.
- Completes work orders initiated by customer service staff or assigned by supervisor according to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the District.
- Maintains accurate records of work performed.

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to assist individuals with disabilities to perform the essential functions.*

### Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and/or wastewater collection systems, including underground water and wastewater collection lines and pump/lift stations.
- All phases of cross connection control; procedures for inspection, cleaning, installation, removal and repair of backflow prevention devices; proper use of all tools, equipment and supplies used in all phases of the cross connection control program.
- Principles and practices of safety related to areas of assignment and procedure for maintaining records of work activity and equipment usage.
- Testing, calibration, maintenance and repair of testing equipment used in the, installation, repair and testing of backflow assemblies.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

### Skill in:

- Performing skilled work related to the installation, inspection, maintenance and repair of underground water distribution and wastewater collection lines and pump and lift stations.
- Operating, maintaining and repairing water treatment and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies, and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

## **Education and Experience:**

*To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may substitute for education. Minimum requirements to obtain the requisite knowledge and abilities are:*

Equivalent to graduation from high school with specialized coursework or training in a technical field that includes the fundamentals of water supply principles and two years of experience in the installation, maintenance and repair of pumping equipment, including valves, pumps and motors, or an equivalent combination of training and experience at a level equivalent to that of a MCWD System Operator II; or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field that may include physical, chemical or biological science.

## **Licenses and Certifications:**

Must possess valid California class B and C driver's licenses and have a satisfactory driving record.

### **Must possess the following certifications at appointment date:**

- American Water Works Association Cross Connection Control Program Specialist
- American Water Works Association Backflow Prevention Assembly General Tester

## **Other Requirements:**

Must be willing and normally available for responding to off-hours emergency situations at all times. This position will require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District.

## **Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

## **Environmental Elements:**

The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

***FLSA Status: Non-exempt, eligible for overtime***

***Bargaining Unit: MCWD Employees Association***