JOB DESCRIPTION

Coachella Valley Water District                Date: December 2006

TITLE: Cross Connection Control Serviceworker III

DEPARTMENT: Domestic Operations

SECTION: Domestic Operations

SRN: 30

REPORTING RELATIONSHIP:

Reports to: Backflow / Meter Repair Supervisor

Supervises the following positions: Not applicable

DEFINITION: Under general direction, conducts the Districts Cross Connection Control programs. Ensures backflow devices are functioning properly and makes inspections for possible sources of contamination or pollution to the public water supply. Makes adjustments and repairs when necessary. Ensures a safe, continuous, and adequate water supply to the customer. May act as Lead Cross Connection Control Serviceworker in the absence of the Crew Chief and helps in the training of a Cross Connection Control Serviceworker I and II.

ESSENTIAL FUNCTIONS:

1. Conducts the District's Cross Connection program. Test and repair backflow devices and makes inspections for possible sources of contamination. Recognize, analyze, and troubleshoot malfunctions.

2. Install construction meters and backflow devices. Accurately and efficiently flow test construction meters for GPM and PSI. Test and troubleshoot all appurtenances to ensure proper working order. This includes hydrants, backflow, hose, stand and registration.

3. Conducts the District's Detector Check program. Checks all potentially hazardous business, industries, hospitals, homes, etc. Works tactfully and cooperatively with the public.

4. Inspects, tests, and repairs Detector Check valves including the by pass meter on a routine schedule. Insures that deficiencies are corrected and proper records are maintained.

5. Maintains records of investigations, findings, corrections applied, persons making investigations, type of Detector Check installed and classification of fire protection system that it serves.

6. Advises supervisor of potential or actual detector check and backflow problems are found, and recommends solution methods.

APPROVED

Job Description

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MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a Grade D3 Water Distribution Operators Certificate issued by the State of California Department of Health Services.

AND

Possession of a Backflow Inspection and Cross Connection Specialist Certification issued by the County of Riverside Health Department.

Education and Experience: High School Diploma or equivalent is required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way would be to have five years total experience at a water utility with one year equivalent to that of a Cross Connection Control Serviceworker II.

Failure to comply with special requirements may influence classification of employment.

Knowledge:
- Principles of water hydraulics.
- Principles and practices of water distribution system operation.
- Repair, maintenance and adjusting procedures of water control devices.
- Safe operation of hand tools and equipment.
- Safe working practices.
- Customer service techniques.

Abilities:
- Perform and maintain the operation of the Districts backflow and cross connection program without immediate or detailed supervision.
- Recognize, analyze and troubleshoot malfunctions and take appropriate action.
- Learn advanced process and techniques of cross connection control.
- Perform accurate tests on backflows, detector checks, and construction meters.
- Work with a variety of hand tools and equipment.
- Adhere to District safety practices and procedures.
- Prepare and maintain accurate records and reports.
- Work cooperatively with others.
- Deal tactfully and courteously with public using professional customer service skills.
- Read and comprehend directions, maps, and plat books.
- Work independently and make decisions using sound judgment.
- Communicate effectively both verbally and in writing.
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PHYSICAL REQUIREMENTS:

1. Will work weekends, evenings, holidays, overtime and standby when required.

2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors.

3. Performs pick and shovel work when required.

4. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.

5. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.