



## **RUBIDOUX COMMUNITY SERVICES DISTRICT**

### **CROSS CONNECTION / PRETREATMENT INSPECTOR**

#### **DEFINITION**

Under supervision, performs the basic functions related to preventing water from unapproved sources from entering the District's potable water system; conducts tests and inspections necessary to maintain and enforce the established pretreatment program; and performs a variety of tasks relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform the most complex and specialized work tasks, under only general supervision, while exercising broader discretion and independent judgment within established guidelines. Incumbents at this level will work in a lead role.

#### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Field Supervisor and Assistant General Manager.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Inspects and tests new backflow prevention assemblies installed by contractors or others for compliance with District standards and requirements.
2. Tests and maintains all backflow prevention assemblies belonging to the District.
3. Conducts site surveys and/or inspections of customer properties to determine need for backflow prevention; maintains surveillance of District to ensure against unauthorized connections.
4. Ensures compliance with local, state, and federal ordinances and requirements.
5. Performs detailed building and facilities plan checks for compliance with District cross connection program wastewater discharge requirements.
6. Inputs testing and inspection results into computerized data base; generates customer notifications from data base regarding testing and installation of cross connection devices; assists in scheduling of testing as necessary.

7. Maintains detailed records and statistics of work activities; compiles information into reports as necessary.
8. Responds to public inquiries in a courteous manner; provides information within area of assignments; resolves complaints in an efficient and timely manner.
9. Work closely with office staff on billing.
10. Set and retrieve monitoring equipment.
11. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.
12. Regular attendance at the work site.
13. Other essential functions as defined by duty statement, job analysis and summaries, assigned as such by supervision or required by law/regulation.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Federal, state, and local laws and regulations governing the operation of a cross-connection control program.
- Methods and techniques for the testing and repair of backflow prevention assemblies.
- Tools, methods, and equipment used in the maintenance and repair of construction water meters.
- Principles and practices of basic plumbing and water distribution systems.
- Modern office procedures including record keeping.
- Occupational hazards and standard safety practices.

#### Skill in:

- Operating a motor vehicle in a safe and effective manner.
- Using a personal computer for data input and to generate correspondence and reports.

#### Ability to:

- Meet the physical, mental and environmental demands of the position with or without reasonable accommodation.
- Install, test, repair, and maintain backflow prevention assemblies.
- Operate a variety of backflow testing equipment in a safe and effective manner. Perform a variety of maintenance and repair activities on construction water meters.
- Respond tactfully to inquiries from the general public.
- Interpret, explain, and enforce District policies and procedures
- Work independently in the absence of close supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

## **REQUIRED QUALIFICATIONS**

### **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Six (6) years of experience working as a backflow device tester or plumber.

#### **Education:**

Equivalent to graduation from the twelfth grade supplemented by courses dealing with cross connection control.

#### **Certificate:**

Possession of a valid County of Riverside and Department of Health certification and a Certification of Competency as a Backflow Prevention Device Tester. A Grade I SWRCB Certification in Water Distribution, Water Treatment, Backflow Prevention Tester, or Cross Connection Specialist is highly desirable.

Must obtain a Grade I Industrial Water Inspection Certificate issued by the California Water Pollution Control Association within 18 months of appointment.

#### **License:**

Possession of a valid Class C California driver's license and a satisfactory driving record.

Must obtain a Class A California driver's license within the first year of employment.

## **PHYSICAL AND MENTAL DEMANDS AND WORKING CONDITIONS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### **Environment:**

Indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents/chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

**Physical:**

Incumbents require sufficient mobility to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, and walk on uneven surfaces, loose soil and sloped surfaces; reach and twist; push, pull, lift, and or carry up to 50 pounds without assistance; operate assigned equipment and vehicles; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to verbally communicate to exchange information; may have to left and relocate manhole covers or 10" fire service or backflow prevention assemblies weighing up to 50 pounds without assistance.

**Mental Conditions:**

Stress of emergencies, interactive stress situations with subordinates and public; ability to work without close supervision; interpret codes, regulations, policies and schematics; memorize and reclass objects and persons; analyze problems and generate alternatives; exercise good judgment; work with interruptions and changing priorities and concentrate of long periods of time.

**Vision:**

See in the normal visual range with or without correction; vision sufficient to reach computer screens and printed documents and to operate assigned equipment.

**Hearing:**

Hear in normal audio range with or without correction.

**Special Requirements:**

- Will be required to work overtime, weekends, holidays or other non-scheduled hours as required.
- Must meet CAL-OSHA respiratory facemask requirements.
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a cell phone.

Job Status: Non-Exempt  
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