



Title: Cross Connection Inspector

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to ensure all water users comply with City and State backflow regulations. This is accomplished by conducting cross connection control inspections, enforcement of Cross Connection ordinances, maintenance of the City’s backflow database, construction plan review and new building inspections, testing and repairing department-owned backflow preventers. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Conduct field inspections to verify backflow function, information, location, and business names. Notifies facilities of pending inspections. Notifies facilities of non-compliance/compliance and re-inspects as required.
2	M	Perform backflow testing and repair of City-owned backflow devices as needed.
3	S	Maintain database of facilities requiring annual inspection and records of testing for all regulated devices.
4	S	Review tax and business licenses to determine if commercial business requesting license will require a backflow device. Monitors the overdue backflow testing list and contacts customers to facilitate compliance with the program.
5	S	Review and approve construction blueprints and plans for the installation of cross connection control devices; research records of property ownership for enforcement purposes.
6	M	Respond to complaints and conduct inspections and/or investigations to determine the source of pollutants possibly entering the water distribution system; respond to illegal or illicit connections to the potable water system, and to backflow incidents. Drafts various formal communications for review by Cross Connection Specialist.
7	L	Answers customer questions regarding the purpose of backflow prevention assemblies, methods of installation, and the required protection necessary for specific hazards. May assist with public outreach and education events.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	1 year experience. Moderate previous experience required in the same or similar previous positions. The job requires a working understanding of common techniques, methods, practices, procedures, use of forms, routines, etc., of an intermediate nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear to find upsetting.
Responsibility	Work is performed in a dependent manner providing little freedom to exercise independent judgment or acting in a lead role.
Accountability	Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships.
Environment	Exposure to some undesirable or unpleasant environmental characteristics. Physical environment is generally safe and there is minimal health risk. No safety equipment or unusual precautions are required.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class "D" Drivers License upon hire. Backflow Prevention Assembly Tester Certification required at time of hire. Must possess, or obtain within one year of hire ADEQ Grade I Water Distribution Certification.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “M”				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work site, observing work duties, in field
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files, equipment
Carrying	O	Supplies, files, equipment
Pushing/Pulling	F	File drawers, tables and chairs, equipment/tools, hoses
Reaching	F	For supplies, for files, for equipment/tools
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	F	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crawling	R	Under equipment, inside attics/pipes/ditches
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	F	From computer to telephone, getting inside vehicle, operating equipment
Climbing	R	Ladders, step stools
Balancing	R	On ladders, on step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, cell phone, laptop, Microsoft Office and related software: Tokay software, Hansen software, Northstar software, Permits Plus software. Vehicle, test gauge, a variety of small hand tools, shovels, rakes, manhole hook.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never	
-Health and Safety Factors-						-Environmental Factors-					
Mechanical Hazards					O	Respiratory Hazards					N
Chemical Hazards					N	Extreme Temperatures					S
Electrical Hazards					R	Noise and Vibration					M
Fire Hazards					N	Wetness/Humidity					S
Explosives					N	Physical Hazards					M
Communicable Diseases					O						
Physical Danger or Abuse					N						
Other:											

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety footwear, eyewear, gloves, safety vest, hard hat.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			N
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Laboratory	
Recreation/Neighborhood Center			