



## Title: Cross Connection Specialist

FLSA Status: (Non-Exempt)

### BRIEF DESCRIPTION:

The purpose of this position is to ensure all water users comply with City, State and Federal backflow regulations. This is accomplished by conducting cross connection control inspections, testing and repairing city-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	Maintains database of facilities requiring annual inspection. Physically verifies backflow information, location, and business names. Notifies facilities of pending inspections. Conducts annual cross connection inspection, noting deficiencies. Notifies facilities of non-compliance/compliance and re-inspects as required. Manages Hansen work order program for Parks Department to ensure accurate record keeping, test reporting and test scheduling. Inputs all City owned backflow preventers into GIS Map Viewer.
2	M	Conducts site surveys; verifies proper installation of backflow prevention assemblies, inspects facilities to determine if additional equipment requires backflow protection, confers with property manager regarding survey outcome and recommendations, sends formal written communication regarding survey outcome, coordinate with Building Safety as necessary.
3	M	Reviews tax and business licenses to determine if commercial business requesting license will require a pretreatment backflow device. Performs new construction plans review and certificate of occupancy inspections. Reviews, develops and updates New Commercial Development Design Guidelines, Standard Operating Procedures, Standard Details, water sampling station installation, and miscellaneous codes and regulations as required. Enters plans review comments and inspections into the Permits Plus data system.
4	L	Answers customer questions regarding the purpose of backflow prevention assemblies, methods of installation, and the required protection necessary for specific hazards. Prepares and updates the City of Peoria website, and various other sources of public education/information.



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements	
Experience	2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature.
Education	Two year college program or equivalent combinations resulting in accumulation of similar knowledge or skills.
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 an integral part of the job as work involves internal and external contacts for the purpose of problem-solving with respect to matters of considerable importance to the organization requiring tact, diplomacy and persuasiveness and/or where no guidelines exist. Improper handling could affect relationships between departments or functions. Contacts are frequently at the same or higher levels. Interactions may affect City business. Work involves regular contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or a regular requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action.
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	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. 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. Cross Connection Specialist and Backflow Prevention Assembly Tester Certifications required at time of hire. Must possess, or obtain within one year of hire ADEQ Grade II 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 Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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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			