

WATER RESOURCES SPECIALIST I/II

JOB SUMMARY

Under direction, implements and enforces the District's cross-connection control program, to ensure compliance with regulations; investigates and inspects possible sources of contamination or pollution to the public water supply, and maintains appropriate records; coordinates the District's water conservation program; and performs related work as required.

As the Water Resources Specialist I incumbent gains skills and performs more difficult work through experience, training and certification, and as a desired level of proficiency is reached, advancement to Water Resource Specialist II class can be reasonably expected. Most incumbents gain the skill, experience, certification and proficiency for advancement within two years with the District.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Identifies and monitors businesses and residences that are required to install backflow prevention devices, and determines where devices should be installed; follows-up to ensure that appropriate devices have been installed.
- Responds to inquiries from contractors, developers, engineers and the general public concerning District cross-connection control rules and regulations.
- Conducts various field inspections to ensure compliance when cross-connection problems are found and recommends methods of alleviation.
- Prepares and delivers various notices including annual certifications and shut-off notices for failure to comply with District regulations and requirements for backflow prevention devices.
- Maintains automated information storage and retrieval systems in order to accurately and efficiently record inspection history.
- Handles cases of non-compliance; contacts customers to determine reasons for non-compliance; and negotiates resolution.
- Maintains records of investigation, findings, corrective action, types of backflow prevention devices installed, and the locations of the installations.
- Maintains liaison with other agencies concerned with cross-connections; works closely with the County and State Health Departments.
- Maintains a list of certified testers working within the District's service area; confirms their certifications are current; and ensures their test kit calibrations are performed annually.
- Investigates water services where auxiliary sources of water exist, or where there is a potential hazard of water backflowing into the District's water main.
- Researches and remains up-to-date on laws, regulations, and developments in the cross-connection control field.
- Assists in the development and implementation of water conservation programs for the District.

- Plans, organizes, develops, schedules and conducts District-sponsored water conservation programs, which includes educational programs for customers, schools, and community organizations.
- Makes presentations to outside agencies and the public on water conservation issues.
- Monitors the water conservation budget and makes recommendations regarding various programs.
- Produces Best Management Practices (BPS) biennial report for the California Urban Water Conservation Council (CUWCC).
- Coordinates the production of the Urban Water Management Plan for the California Department of Water Resources.
- Attends and represents the District at meetings on water conservation and public education issues.
- Types, formats, edits, revises, and proofreads various lists and correspondence.
- Attends seminars, workshops and meetings.
- Serves as back-up on the telephone/reception desk; provides assistance to other departments, based on District priorities.
- Performs related work as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Federal, state and local laws and regulations regarding the use of backflow prevention devices in a potable water system, including the Safe Drinking Water Act and federal and state public health regulations.
- Operating characteristics of plumbing, water system, and related devices.
- The installation and testing of backflow and cross-connection control devices.
- Modern office practices, methods and computer equipment.
- English usage, spelling, grammar and punctuation.

Ability to:

- Keep abreast of current regulatory guidelines related to backflow prevention, cross-connection control, and water conservation.
- Enforce District cross-connection control rules and regulations.
- Read, interpret and/or apply and utilize maps, specifications, reports, ordinances, codes, regulations and other related materials.
- Attend periodic evening meetings and/or travel on business within and outside the District boundaries.
- Coordinate and implement water conservation and public education programs.
- Understand pertinent procedures and functions quickly and apply them without immediate supervision.
- Maintain accurate records.
- Operate a personal computer using word processing, spreadsheet, database and other business software.
- Collect, analyze, interpret and synthesize a variety of data.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Operate a keyboard at a net corrected speed of 40 words per minute.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One to two years of progressively responsible experience in the administration, testing, and inspection of backflow prevention devices or cross-connection control surveys, or experience in water utility mechanical maintenance.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computation and write reports at a level necessary for successful job performance. Supplemental training or coursework in the principles of backflow prevention is required.

Licenses and Certificates:

Level I and II: 1) Possession of and ability to maintain a valid California driver's license, Class C, with a driving record acceptable to the District's insurance carrier; 2) Prior to employment, must produce a typewriting certificate indicating the ability to type a minimum net corrected speed of 40 words per minute.

Level I: Within eighteen (18) months of employment, required to obtain and maintain a valid Cross-Connection Control Specialist certificate, issued by AWWA.

Level II: Must possess and maintain the above listed certification prior to appointment.

Typical Physical Demands and Working Conditions:

See to read fine print; have depth perception; reach horizontally and vertically with arms; sit or stand for prolonged periods; use lower body mobility to stand, walk, stoop, bend, crawl and extend legs; walk on uneven terrain, in an outdoor environment; occasionally lift over 25 pounds and infrequently, over 50 pounds, with assistance and awareness of electrical hazards.

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