

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Cross Connection Control Coordinator	<b>Job Code:</b> 2518
<b>Date:</b> May 16, 2018	<b>EEO Code:</b> TE
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is work in developing and managing the Cross Connection Control Program in the Water Resources division.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a designated supervisor and perform all tasks under very general direction. This work is distinguished from that of other classes by its strict emphasis in cross connection control.

**ESSENTIAL DUTIES:** Develop, implement, and manage the cross-connection control program mandated by state and federal regulatory agencies; develop and maintain a running inventory of all backflow prevention assemblies and devices within the City; maintain records of each operating test of every assembly and device as well as maintenance and repair records; regularly conduct hazard surveys throughout the City to identify cross-connections; communicate verbally and in writing with water system users to ensure compliance with cross-connection control program standards, including annual testing requirements; inspect existing and new facilities, both commercial and residential, for potential cross-connections, and approve preventative measures; in coordination with attorney's office, initiate non-compliance action and enforcement for program violators; develop public-awareness and education programs related to cross-connection control; test PVB, SVB, RPB, and DCV backflow preventers based on data review and evaluation; diagnose water quality problems, complaints, and water contamination caused by pressure differential cross connections, and ensure appropriate, timely resolutions; assist in collection of water samples for analysis; investigate reported or suspected backflow incidents; keep apprised of state cross-connection regulations and plumbing code requirements; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent.

**License(s)/Certification(s):** A valid, lawful Driver's License is required. Class I Backflow Technician Certification is required. Class II Backflow Technician Certification is preferred.

**SELECTION FACTORS:** *Knowledge of:* backflow prevention devices, pressure types, vacuum breakers, and water usage appliances; hydraulic and pneumatic principles and apparatus; computer hardware and software systems; electric and water systems operations; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* practicing trust-building behaviors. *Ability to:* work unsupervised to create, organize, implement, and accomplish specific program objectives, including project management; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties

in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Backflow prevention devices, vacuum breakers and water usage appliances, hydraulic and pneumatic apparatus, computer, phone, and other office equipment.

**PHYSICAL DEMANDS:** Requires physical strength and agility sufficient for climbing in and out of manholes (and crawl spaces), balancing, walking, bending, kneeling and stooping; requires moderate lifting and carrying of up to 50 lbs.

**ENVIRONMENTAL FACTORS:** Exposure to foul-smelling odors, adverse weather conditions, noxious chemicals, dangerous gases, heavy traffic, and hazardous conditions. May also include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.

  
\_\_\_\_\_  
Department Director

5/15/18  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

5-16-18  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.