

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **CROSS CONNECTION CONTROL TECHNICIAN  
I / II / SPECIALIST**

**GRADE LEVEL:** E10 / E14 / E16

**SUPERVISOR TITLE:** Water Quality Supervisor

**FLSA STATUS:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under general supervision, is responsible to maintain and enforce the Districts' Cross-Connection Control Program for industrial, commercial, and residential users. Individuals in this series perform a variety of cross connection control duties including backflow device testing and repair, cross connection and recycled water site inspections, recycled water shutdown testing, plan checking, and general support to water quality program

**CLASS CHARACTERISTICS**

***Cross Connection Control Technician I***

This is the entry-level position in the Cross Connection Control Technician class series. Positions assigned to this level perform limited or routine testing, and maintenance of backflow prevention assemblies, recycled water site surveys, and coverage testing under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

***Cross Connection Control Technician II***

This is the journey level position in the Cross Connection Control Technician class series. Positions assigned to this level perform a full range of testing, and maintenance of backflow prevention assemblies, recycled water site surveys, shutdown, and coverage testing under general supervision. Because employees in classifications at this level are

expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

### **Cross Connection Control Specialist**

This is an advanced journey level position in the Cross Connection class series. Positions assigned to this level independently perform highly complex tasks to implement, maintain, and comply with cross connection control and recycled water duties. Because employees in classifications at this level are expected to be fully trained and competent, such positions typically require significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

### **EXAMPLE OF DUTIES** (Duties may include but are not limited to the following):

- ✎ Identify new industrial, commercial and residential customers through engineering services; determines and notifies the owner of which cross-connection control is required prior to acceptance into the system
- ✎ Generate and send compliance notices to new and existing backflow assembly owners; sends follow-up and termination notices as required
- ✎ Create and maintain computerized database of backflow assembly owners; generate reports relating to inspecting, testing, and repairing of devices; keep annual testing records and other program activity as required by the State Water Resources Control Board (SWRCB)
- ✎ Perform onsite inspections of backflow assemblies to ensure conformance to standards; tests, repairs, disassembles and cleans backflow assemblies; removes and replaces non-operational backflow assemblies.
- ✎ Identify and inspect existing onsite recycled water use sites for compliance with District standards; inform owner of requirements needed to bring site up to acceptable standards; initiate steps to terminate service for noncompliance
- ✎ Review onsite recycled water plans for compliance with recycled water and backflow prevention construction standards
- ✎ Conduct inspections of new onsite recycled water systems for compliance with District recycled water standards
- ✎ Conduct shut-down testing of new and existing recycled water use sites; inform owner of requirements needed to bring site up to acceptable standards; initiate steps to terminate service for noncompliance
- ✎ Identify and inspect existing properties for hazards and cross-connections; inform owner of requirements needed to bring service up to acceptable standards; initiate steps to terminate service for noncompliance

- ✎ Advise contractors, engineers and developers regarding the requirements for installing and testing of devices and the most effective ways to protect the District's distribution system from cross-connections
- ✎ Resolve customer service field problems of a non-routine nature provide assistance and training on backflow assemblies, installation, maintenance, and repair; interprets departmental procedures and directives
- ✎ Stay abreast of state regulations relating to cross-connection; reviews the Rancho California Water District Cross-Connection Control Program for compliance and recommends revisions as necessary
- ✎ Attend inter-agency meetings and acts as the District's representative on issues relating to backflow technology; promote public education and awareness of cross-connection control
- ✎ Write reports summarizing activity relating to backflow assemblies, and recycled water inspections; writes memos and letters relating to unusual customer problems and complaints
- ✎ Order equipment, materials and safety supplies; maintains inventory records; evaluates and makes recommendations for new cross-connection control equipment and supplies
- ✎ Verify the accuracy of backflow assembly information added to GIS maps.
- ✎ Report operational problems with backflow assemblies, and recycled water use sites to supervisor
- ✎ Perform Emergency Hazardous Materials Response to District facilities
- ✎ Implement the District's emergency response plan; respond to releases or potential releases for the purpose of stopping the release of a hazardous substance; function within an assigned role in the Incident Command System; use proper specialized chemical personal protective equipment, including a level A suit with SCBA
- ✎ All levels available to be on-call
- ✎ Perform other related duties as required

## **QUALIFICATIONS**

### **Cross Connection Control Technician I**

#### **Knowledge of:**

- ✎ Basic backflow device installation, operation, testing and maintenance
- ✎ Basic waterworks mathematics
- ✎ Basic hydraulics
- ✎ Basic customer service techniques
- ✎ Chlorine emergency responder techniques

- ✎ Proper work safety standards

**Ability to:**

- ✎ Operate and maintain backflow test equipment
- ✎ Install and repair backflow prevention assemblies
- ✎ Assist in recycled water site surveys
- ✎ Perform mathematics related to the cross connection field
- ✎ Operate a variety of hand and power tools
- ✎ Read, understand and apply complex materials and maintain records
- ✎ Work effectively with others
- ✎ Follow written and oral instructions
- ✎ Wear self-contained breathing apparatus (SCBA) and respond to chlorine alarms in full hazmat gear when necessary

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** One (1) year of experience with a public water utility with an emphasis in backflow testing and repair, cross connection control, recycled water, water treatment and/or distribution

**Training:** Any combination of formal or informal training and education that provides the ability to read and write at a level required by the assigned duties

**Licenses and Certificates:**

- ✎ AWWA, ABPA, or Riverside County Backflow Prevention Tester Certification, required
- ✎ Grade D1 Water Distribution Certificate – SWRCB, required
- ✎ Grade T1 Water Treatment Certificate – SWRCB, required
- ✎ Hazardous Materials Technician Certificate-OSHA 1910.120, required or obtain within one (1) year
- ✎ California class C driver's license with Hazardous Material Endorsement, required or obtain within 6 months of hire

In addition to the qualifications for a ***Cross Connection Control Technician I:***

**Cross Connection Control Technician II**

**Knowledge of:**

- ✎ SWRCB Title 17 regulations
- ✎ California Department of Public Health Laws Related to Recycled Water
- ✎ Uniform Plumbing Code
- ✎ District's rules and regulations for recycled water use
- ✎ District's Ordinance pertaining to cross connection control
- ✎ Environmental Protection Agency (EPA) Cross Connection Control and backflow regulations
- ✎ American Water Works Association (AWWA) references pertaining to Cross Connection Control and backflow prevention
- ✎ Hazard and risk assessment techniques
- ✎ Specific chemical and toxicological terminology and behavior

**Ability to:**

- ✎ Install, test and repair backflow prevention assemblies
- ✎ Identify new industrial, commercial and residential customers through certificates of occupancy and business licenses; determines and notifies the owner of which cross-connection control is required prior to acceptance into the system
- ✎ Generate and send compliance notices to new and existing backflow assembly owners; sends follow-up and termination notices as required
- ✎ Create and maintain computerized database of backflow assembly owners; generate reports relating to inspecting, testing, and repairing of devices; keep annual testing records and other program activity as required by the SWRCB
- ✎ Perform onsite inspections of backflow assemblies to ensure conformance to standards; test, repair, disassemble and clean backflow assemblies; remove and replace non-operational backflow assemblies
- ✎ Identify and inspect existing onsite recycled water use sites for compliance with District standards; inform owner of requirements needed to bring site up to acceptable standards; initiates steps to terminate service for noncompliance
- ✎ Assist in conducting shut-down testing of new and existing recycled water use sites
- ✎ Operate Windows system and laptop computers using such computer software as Excel, Word, and other specialized software
- ✎ Coordinates with other sections within the District to ensure cross connection standards

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Two (2) or more years of experience in Cross Connection Control or a similar position with a public utility and or two years of experience as a Cross Connection Control Technician I

**Training:** Any combination of formal or informal training and education that provides the ability to read and write at a level required by the assigned duties

### **Licenses and Certificates:**

- ✎ AWWA, ABPA, or Riverside County Backflow Prevention Tester Certification, required
- ✎ Grade D2 Water Distribution Certificate – SWRCB, required
- ✎ Grade T2 Water Treatment Certificate – SWRCB, required
- ✎ Hazardous Materials Technician Certificate-OSHA 1910.120, obtained within 6 months from hire date
- ✎ California class C driver's license with Hazardous Materials Endorsement, required or obtain within 6 months of hire

In addition to the qualifications for a ***Cross Connection Control Technician II:***

### **Cross Connection Control Specialist**

#### **Knowledge of:**

- ✎ SWRCB Title 17 regulations
- ✎ California Department of Public Health Laws Related to Recycled Water
- ✎ Uniform Plumbing Code
- ✎ District's rules and regulations for recycled water use
- ✎ District's Ordinance pertaining to cross connection control
- ✎ Environmental Protection Agency (EPA) Cross Connection Control and backflow regulations
- ✎ American Water Works Association references pertaining to Cross Connection Control and backflow prevention
- ✎ Hazard and risk assessment techniques
- ✎ Specific chemical and toxicological terminology and behavior

- ✎ Proper methods of storing and handling chlorine and/or other hazardous gases and chemicals
- ✎ OSHA Confined Space, Fall, SCBA and Hazwoper training requirements

**Ability to:**

- ✎ Identify industrial, commercial, agricultural and residential services where cross-connection control is required
- ✎ Generate and send compliance notices to new and existing backflow assembly owners; send follow-up and termination notices as required
- ✎ Create and maintain computerized database of backflow assembly owners; generate reports relating to inspecting, testing, and repairing of devices; keep annual testing records and other program activity as required by the SWRCB
- ✎ Perform onsite inspections of backflow assemblies to ensure conformance to standards; test, repair, disassemble and clean backflow assemblies; remove and replace non-operational backflow assemblies
- ✎ Identify and inspect existing onsite recycled water use sites for compliance with District standards; inform owner of requirements needed to bring site up to acceptable standards; initiate steps to terminate service for noncompliance
- ✎ Review onsite recycled water plans for compliance with the District's recycled water and backflow prevention construction standards
- ✎ Conduct inspections of new onsite recycled water systems for compliance with District recycled water standards
- ✎ Conduct shut-down testing of new and existing recycled water use sites; inform owner of requirements needed to bring site up to acceptable standards; initiate steps to terminate service for noncompliance
- ✎ Identify and inspect existing properties for hazards and cross-connections; inform owner of requirements needed to bring service up to acceptable standards; initiate steps to terminate service for noncompliance
- ✎ Advises contractors, engineers and developers regarding the requirements for installing and testing of backflow prevention assemblies and the most effective ways to protect the District's distribution system from backflow, back siphoning, and cross-connection
- ✎ Resolve customer service field problems of a non-routine nature provide assistance and training on backflow assemblies, installation, maintenance, and repair; interpret departmental procedures and directives
- ✎ Stay abreast of state regulations relating to cross-connection; review the RCWD Cross-Connection Control Program for compliance and recommend revisions as necessary.

- ✎ Attend inter-agency meetings and act as the District's representative on issues relating to backflow technology and recycled water use; promotes public education and awareness of cross-connection control
- ✎ Write reports summarizing activity relating to backflow assemblies, and recycled water inspections; writes memos and letters relating to unusual customer problems and complaints
- ✎ Order equipment, materials and safety supplies; maintain inventory records; evaluate and makes recommendations for new cross-connection control equipment and supplies
- ✎ Verify the accuracy of backflow assembly information added to GIS maps
- ✎ Report operational problems with backflow assemblies, and recycled water use sites to supervisor
- ✎ Inspect work on capital projects; advise on proper set-up and installation of water quality equipment
- ✎ Perform other related duties as required

### **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Three (3) or more years of experience in Cross Connection Control or a similar position with a public utility and or three years of experience as a Cross Connection Control Technician II

**Training:** Any combination of formal or informal training and education that provides the ability to read and write at a level required by the assigned duties. AA degree in Water Utility Science or Water Technology Certificate is desirable

### **Licenses and Certificates:**

- ✎ AWWA Cross Connection Control Specialist, required
- ✎ AWWA, ABPA or Riverside County Backflow Prevention Tester Certification, required
- ✎ Grade D3 Water Distribution Certificate – SWRCB, required
- ✎ Grade T2 Water Treatment Certificate – SWRCB, required
- ✎ Hazardous Materials Technician Certificate-OSHA 1910.120, obtained within 6 months from hire date
- ✎ California class C driver's license with Hazardous Materials Endorsement, required or obtain within 6 months of hire



### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS** (I / II / Specialist levels)

The essential functions of this position will require the employee to perform the following physical requirements:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

### **OTHER REQUIREMENTS**

- ✎ Willingness to work nights, weekends and overtime, as necessary

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date