



JOB DESCRIPTION

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.

POSITION:	Cross-Connection Control Specialist	DEPARTMENT:	Public Works/Utilities
REPORTS TO:	Environmental Manager	FLSA:	Non-Exempt
AFFILIATION:	AFSCME Local 846	DATE:	January 2019

1.0 PURPOSE

- 1.1 To outline essential job duties, qualification requirements and working conditions for the position of Cross-Connection Control Specialist.

2.0 ESSENTIAL JOB DUTIES

- 2.1 Conducts and coordinates environmental monitoring and quality assurance for cross-connection control in a safe and efficient manner.
- 2.2 Develops and maintains the Cross-Connection Control Program in compliance with Washington Administrative Code 246-290-490.
- 2.3 Performs site inspections and surveys. Evaluates findings to ensure quality standards are met.
- 2.4 Tests City-owned backflow assemblies. Investigates backflow incidents.
- 2.5 Implements and maintains the Wellhead Protection program.
- 2.6 Works closely and collaborates effectively with water division staff.
- 2.7 Develops and presents public education programs for cross-connection control and backflow assembly testing.
- 2.8 Updates and maintains a database monitoring system to ensure compliance with federal, state and local requirements. Compiles data and prepares regulatory compliance reports.
- 2.9 Reviews cross-connection control program plans and business licenses.
- 2.10 Communicates effectively with customers, responds to inquiries and investigates quality concerns.
- 2.11 Makes recommendations for environmental pollution prevention program efforts.
- 2.12 Updates the Public Works cross-connection control segment of the City's website.
- 2.13 Maintains current desk procedures and tasks to explain position responsibilities. Creates, updates and implements process improvement procedures, tasks, workflows and systems.

Other job functions:

- 2.14 Serves as backup for the water quality monitoring program.
- 2.15 Assists with implementation of wastewater and stormwater utility programs including pretreatment.
- 2.16 Assists with other utility programs including water use efficiency and emergency response.
- 2.17 Represents the City on advisory, technical review boards and education committees, as necessary.
- 2.18 Performs other duties as assigned.

3.0 QUALIFICATION REQUIREMENTS

- 3.1 Associate's degree in environmental science, biology, chemistry or other related science.
- 3.2 Two (2) years of experience in the plumbing or water system maintenance fields.
- 3.3 Must possess a current WA State Driver License and maintain throughout employment.
- 3.4 Must obtain a WA State Cross-Connection Control Certification within six (6) months of employment and maintain throughout employment.
- 3.5 WA State Backflow Assembly Tester Certification preferred.

Requires knowledge of:

- 3.6 The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
- 3.7 Principles, procedures, practices and regulations related to cross-connection and backflow testing.
- 3.8 Scientific field monitoring and laboratory methods for examination of water and wastewater.
- 3.9 Mathematics, algebra and statistical analysis.
- 3.10 Safety and security hazards, precautions, standards, policies and procedures.

Requires knowledge of (continued):

- 3.11 Computer operation and a variety of software including Microsoft Office suite of products and specialized environmental monitoring equipment and database systems. Arc-GIS preferred.

Requires the ability to:

- 3.12 Consistently represent the City by maintaining a professional demeanor in all activities.
- 3.13 Foster a positive and productive work environment.
- 3.14 Establish and maintain effective team oriented working relationships with other employees.
- 3.15 Support a strong culture of safety. Participate in safety training. Adhere to City policies and procedures. Use Personal Protective Equipment (PPE) as appropriate. Report safety issues or concerns to management in a timely manner. Encourage others to behave in a safe manner.
- 3.16 Read, understand and interpret maps and utility plans.
- 3.17 Analyze data and information from laboratory studies, reports, professional journals and other technical sources.
- 3.18 Maintain confidentiality as required and ensure sensitive information is handled appropriately.
- 3.19 Prepare comprehensive reports, materials and correspondence.
- 3.20 Effectively complete assignments in a timely manner. Plan, organize, prioritize and coordinate work assignments. Take appropriate initiative.
- 3.21 Apply sound judgment, analytical and problem-solving techniques to make reasoned, timely and consistent decisions. Facilitate effective problem resolution. Make recommendations to improve efficiency and accuracy of systems and processes.
- 3.22 Be attentive to detail and maintain a high degree of accuracy.
- 3.23 Understand and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations.
- 3.24 Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with management, employees, representatives of other entities and the public.
- 3.25 Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making reports and presentations.
- 3.26 Maintain current knowledge and adapt to new technologies, keeping technical skills up to date.
- 3.27 Work independently and cooperatively as a member of a team.
- 3.28 Proficiently operate office equipment and perform Microsoft Office software functions. Type accurately and proficiently.

4.0 WORKING CONDITIONS

- 4.1 Work is performed in an office setting and field locations in all weather conditions and temperature extremes. May perform duties outside of normal office hours. Travels by car or truck.
- 4.2 Possibility of exposure to raw sewage, microorganisms, toxic or unpleasant odors, dirt, dust, heavy equipment and traffic.
- 4.3 Noise levels range from quiet to very loud requiring ear protection.

Requires the ability to:

- 4.4 Use appropriate safety equipment and follow safety policies, practices and procedures.
- 4.5 Sit or stand for long periods and walk varying terrain. Occasionally climb or balance, stoop, kneel, bend and twist at waist, crouch or crawl, and talk and hear with background noise.
- 4.6 Work in confined spaces. Descend up to 20 feet below ground.
- 4.7 Lift and/or move up to 25 pounds and occasionally up to 50 pounds.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Wenatchee may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.
