



MARIN MUNICIPAL WATER DISTRICT

BACKFLOW AND RECLAMATION SPECIALIST

DEFINITION

Under general supervision, implements and enforces the District's Cross-Connection Control Program and the Recycled Water Program.

DISTINGUISHING CHARACTERISTICS

This is a specialist journey level class within the Environmental and Engineering Division responsible for performing the duties associated with the District's Cross-Connection Control, Recycled Water, and Water Quality Programs. Duties performed include extensive public contact requiring considerable tact, initiative, and discretion in regards to water and recycled water distribution connections. Incumbents in this class work independently in the field and in the office handling consumer issues, conducting field investigations and surveys, performing inspections and related testing, and monitoring and repairing District-owned backflow prevention assemblies.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to the following:

- Provides technical advice and support on backflow and recycled water issues to other District employees and the public;
- Performs regular inspection, testing and repair of District owned backflow prevention assemblies and recycled water facilities and minor maintenance and repair;
- Monitors and inspects recycled water sites for compliance with District policies and state regulations
- Evaluates, develops, and promotes new recycled water sites and uses
- Conducts annual inspections and tests of recycled water use facilities
- Performs water quality sampling of the potable and recycled water distribution system, maintains chain of custody records and accurately enters data.
- Generates notices to consumers for regulatory compliance with annual testing/maintenance and installation of backflow prevention assemblies and fireline check valves;
- Coordinates with customer and contractor to facilitate inspections of private fireline check valves
- Performs cross connection surveys to identify plumbing deficiencies related to cross-connection hazards and educates consumers on methods of abatement and performs follow-up inspections for compliance;
- Performs tank sanitary surveys involving visual inspection, water quality sampling, and disinfection;
- Prepares for and conducts meetings and presentations with consumers, contractors, and developers' officials such as pre-construction meetings, initial and final inspections.
- Prepares for and conducts various backflow prevention and recycled water training seminars;
- Operates and maintains a computerized database and develops and maintains associated spreadsheets and reports;

- Maintains and tracks a variety of reference lists including private contractors and approved assembly lists for consumers;
- Researches and maintains records and files, prepares detailed correspondence, reports and records;
- Maintains all related database records and files
- May train and direct the work of others in daily operations or on a project basis.
- Performs a variety of tasks in connection with maintaining safe water quality such as flushing of water mains and a variety of water testing and sampling from distribution pipes,

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, and methodologies of Cross-Connection Control and Recycled Water programs; landscaping and irrigation systems and their operation; modern plumbing and water distribution and use and the related equipment including hydraulics, backflow prevention assemblies, and cross-connection control;
- State and local codes, rules, and regulations associated with cross-connection control and recycled water programs in a water distribution system, including Public Health Codes related to Cross-Connection Control and Recycled Water, Uniform Plumbing Code (UPC), California Plumbing Code (CPC) and other related codes;
- Principles and techniques for gathering information to maintain and update a variety of water supply and water distribution systems databases, records, charts and maps; Microsoft Excel, Word, PowerPoint;
- Records management practices and procedures, organizing and maintaining accurate files and records, including computer data storage and retrieval, and personal computer operation;
- Proper spelling, grammar, punctuation and writing practices including report writing and correspondence;
- Database maintenance and development techniques which include working with word processing and spreadsheet computer files in a Windows network environment;
- Occupational hazards and standard safety practices;
- Familiarity with basic water quality sampling and field testing, and safe handling of water quality treatment chemicals such as sodium hypochlorite;

Ability to:

- Work with the public in situations requiring diplomacy and tact; communicate technical information effectively both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work;
- Understand, interpret and enforce regulations and District policies/ordinances and guidelines; apply and explain policies, procedures and regulations;
- Read and interpret a variety of building and plumbing plans and specifications accurately;
- Read and understand record drawings, parcel and subdivision maps.;
- Learn and perform field measurements and calculations and develop field sketches;
- Read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team;
- Plan site visits efficiently to minimize driving time and organize time effectively for a variety of daily tasks;
- Prepare for and conduct meetings, presentations with contractors, developers and regulatory officials such as pre-construction meetings, initial and final inspections;
- Learn and utilize backflow prevention software programs for example, Tokay SQL version. Analyze problems, identify alternatives and recommend solutions; make sound decisions within established guidelines;

- Perform intermediate level tasks using Excel, Word, and PowerPoint;
- Generate correspondence and reports utilizing associated computer software and hardware;
- Follow written and oral directions; observe safety principles and work in a safe manner following applicable safety rules and regulations;
- Travel to alternative work locations and offsite meetings;
- Operate various district vehicles such as a pick-up truck, four wheel drive pick-up
- Learn to operate small boats with outboard motors.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge and abilities would be:

Experience: Equivalent to two years in a water distribution agency or a related field which includes: interacting with customers in a regulatory capacity, and/or performing water system construction, maintenance, repair and operation duties, or experience which includes responsibility for the inspection, repair and maintenance of backflow prevention assemblies.

Training: Equivalent to completion of a high school diploma. Specialized training related to water distribution system technologies, cross-connection control and/or installation of backflow prevention assemblies is desirable.

Completion of a State recognized plumbing and pipefitting apprenticeship program is highly desirable.

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and a satisfactory driving record;
- Possession of an ABPA or AWWA CA/NV Section "Backflow Prevention Assembly General Tester Certification";
- Possession of or the ability to acquire, possess, and maintain current ABPA and/or AWWA CA/NV Section "Cross-Connection Control Specialist" within 1 year from appointment date;
- Ability to acquire, possess, and maintain current D-2, Distribution Operator's Certificate issued by the State Water Resources Control Board (SWRCB) within two subsequent Distribution Operator Exam testing dates from appointment date, and no later than within one year from appointment date.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster services activities as may be assigned to them by their superiors or by laws." (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 – 3109)

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job the employee is frequently required to stand for extended periods of time, reach, twist, turn, kneel, bend, squat, and stoop in the performance of daily activities both in the office and in the field. The position requires grasping, repetitive hand movement and fine

coordination to handle tools and using a computer. The employee operates a personal computer and a variety of computer software, office equipment and tools and requires near vision in reading plans, correspondence, reports and/or statistical data. Acute hearing is required when providing phone and personal service.

The employee is required to work outside in inclement weather as needed. The employee must occasionally lift and/or move up to 50 pounds and be able to work in the field in various types of terrain such as construction sites, hills, and uneven terrain.. Work is performed in the field, at various businesses, residential buildings, active construction sites, and correctional facilities and in a normal office setting with moderate noise levels. Employees are required to operate a motor vehicle and work overtime as necessary.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: November 2005
Revised: June 2019
Approved by: Human Resources Manager