

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Water Quality Compliance Specialist

DEPARTMENT: Operations	ACCOUNTABLE TO: Meter Shop Supervisor	FLSA STATUS: Non-Exempt
SALARY RANGE:	23	
<p>CLASS SUMMARY: Incumbent is responsible for the administration and compliance of Padre Dam’s water control programs such as the Cross-Connection and Backflow Prevention Program, Greywater Systems, Grease Trap Program, Industrial Waste Program and Recycled Water Program. Duties include: Overseeing the Recycled Water Technician maintaining all records on cross-connection investigations, findings and corrections, including backflow prevention device locations, owner’s annual testing schedules and test results; maintaining current list of certified testers including status of certification and test gauge calibration; maintaining, revising and creating Padre Dam’s Cross-Connection Control and Backflow Prevention Program; reviewing plans, work order cards for meter installations and on-site plumbing for cross-connection and/or backflow issues; coordinating between County and State Health Dept., customers and Padre Dam staff to ensure compliance with cross-connection control requirements including status of installation of State-mandated devices and annual tests; coordinating with City of San Diego’s Industrial Waste Program, including conducting inspections; coordinating with County Health Department for performing cross-connection shut down tests on future recycled water sites.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Water Quality Compliance Specialist is a stand alone position which is distinguished from the Recycled Water Technician in that it has full responsibility for the administration and compliance of Padre Dam’s backflow prevention, industrial waste and greywater systems.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Oversees the Recycled Water Technician including planning, organizing, assigning and monitoring work, making recommendations and providing feedback for evaluating performance, ensuring training and creating schedules.
2.	Administers the Cross-Connection and Backflow Protection program to keep Padre Dam in compliance with State law regarding preserving potable water quality. Sends out annual backflow device test forms and letters for installation and logs in completed forms and questionnaires for backflow prevention program to assure all backflow devices are in compliance. Reviews questionnaires to ascertain if a backflow device is needed on property. Keeps updated of changes in State laws and State and County regulations and procedures for backflow prevention.
3.	Does site surveys and inspections on backflow/cross-connection program and graywater systems, including review of plans, to insure accurate and complete records are kept of backflows required and installed throughout Padre Dam. Inspects greywater sites for compliance with backflow and cross-connection issues.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
4.	Oversees the Industrial Waste Inspection Program including verifying customers are in compliance with Padre Dam Rules and Regulations; issuing permits; performing site inspections; keeping accurate and complete records. Prepares and issues annual fee billings and ensures collection of payments. Keeps updated of regulations for Industrial Waste.
5.	Assists with reviewing plans and inspecting new recycled water sites to assure retrofits are in compliance with site plans and DOHS regulations.
6.	Assists with Recycled Water Cross-Connection tests to determine the presence of a cross-connection in the piping. Documents and maintains results of tests.
7.	Performs all cross-connection and backflow device testing on Padre Dam-owned property including tracking, scheduling, and repairing damaged devices.
8.	Discusses issues and possible solutions with Padre Dam customers, other regulatory agencies and certified testers.
9.	Keeps accurate records of backflow, cross-connection control, greywater systems and industrial waste permitting.
11.	Prepares documentation related to enforcement actions for the department head, General Manager and Board of Directors.
12.	Coordinates with Customer Service to review agricultural customer applications and conducts field evaluations to determine if customers qualify for Padre Dam's agricultural rate.
12.	Performs other duties of a similar nature of level.

Knowledge (position requirements at entry):

- Supervisory principles and practices;
- California Health & Safety Code, Title 17 (regarding cross-connection) and Title 22 (regarding recycled water);
- Basic laws and practices of cross-connection control;
- Uniform Plumbing Code;
- Regulations concerning Industrial Waste;
- State rules and regulations concerning water control programs;
- Safety regulations.

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Skills (position requirements at entry):

- Basic supervision;
- Planning, scheduling, assigning, monitoring and executing work;
- Using computers and related software applications;
- Operating hand and power tools such as jackhammers, drill presses, portable drills, wrenches, valve and meter keys;
- Creative problem solving;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, regulators, etc., sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in water distribution system operations or a related field, two years experience in backflow prevention, cross-connection programs and one year of lead related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Backflow Prevention Tester certification;
- Cross-Connection Control Specialist certification from the American Water Works Association;
- Water Distribution Operator Grade D-1 from the State of California, Dept. of Health Services, is preferred.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, infectious substances, oils, inadequate lighting, work space restrictions, intense noises and travel

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Date: 4/98; 10/99; 1/02; 1/05