

JOB DESCRIPTION

Cross-Connection Coordinator

JOB NO: 19-01-14

DEPARTMENT: Risk Management

REPORTS TO: Risk Management and Safety Director

CLASSIFICATION: Non-Exempt

STARTING PAY GRADE SALARY: \$15.00/hr.– \$16.00/hr.

ANNUALLY: \$31,200.00 - \$33,280.00

GENERAL PURPOSE

Plans and coordinates operations and activities to eliminate cross-connections within the water distribution system. Enforces the cross-connection and backflow prevention ordinance to ensure water quality standards. Provides technical assistance to engineers.

SUPERVISION

General supervision is provided by the Risk Management and Safety Director

REPRESENTATIVE DUTIES

*The following is a summary of essential functions and duties required for the position of **Cross-Connection Coordinator**. Reasonable accommodations may be made to assist a qualified individual with a disability to perform the essential function of this position in accordance with the District's accommodations policy set forth in the Employee Handbook, Section 103. The District reserves the right to modify the essential functions and duties for this position in accordance with its business needs.*

- Protects the public water supply from contamination or pollution due to the backflow of contaminants and/or pollutants through water service connections.
- Maintains the public health, safety and welfare through the prevention and control of cross-connection program water purveyors. Ensures program compliance with the backflow prevention and the water authority cross connection prevention and control ordinances.
- Coordinates the organization and operational activities to enforce and administer the cross-connection control program. Certifies work of staff to comply with ordinances and inspections.
- Participates in the development and implementation of goals, objectives, policies, and priorities. Recommends and implements resulting policies and procedures.
- Identifies opportunities for improving methods and procedures for administration of the cross-connection control program. Identifies resource needs, reviews with appropriate management staff and implements improvements.
- Prepares and maintains records and reports on the cross-connection control program. Ensure compliance with applicable laws and regulations governing cross-connection control and backflow prevention. Oversees consumer information system database.
- Maintains a master schedule of testing dates for all customer database, and follows up with customers when testing is required.
- Maintains cross-connection program in compliance with the Texas Commission on Environmental Quality (TCEQ) and keeps managers and staff updated of new rules and regulations as developed.
- Maintains safe work practices according to District's rules and policies.
- Performs any other duties as required. Perform duties of immediate supervisor or coworkers as necessary to ensure continuity of operations during absences.

QUALIFICATIONS

*The following generally describes the knowledge and qualifications required to perform the essential functions and duties of the position of **Cross Connection Coordinator**.*

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Education/Training:

An Associates's Degree in Environmental Science, Public Administration or a related field; or and equivalent combination of education, training and experience.

Experience:

Five (5) years of experience working cross-connection programs and backflow prevention devices.

License or Certificate:

- Valid Texas Class "C" driver's license and must have an acceptable driving record.
- Must have a Cross-connection and Backflow Prevention Certificate from TCEQ or be able to obtain one within one (1) year of appointment to position.
- Must be able to obtain Customer Service Inspector Certification from TCEQ within a two year period.

Knowledge, Skills and Abilities:

- Bilingual (English/Spanish) preferred.
- Ability to establish and maintain effective working relationships with fellow employees, officials, and the public.
- Ability to prepare and maintain records and reports.
- Must have clear and concise oral and written communication skills in order to effectively respond to common inquiries and complaints.
- Ability to read, comprehend, evaluate and prepare complex technical documents.
- Must be able to operate computer and various software applications.

Evaluation: Performance in this position will be evaluated regularly by the Risk Management and Safety Director in accordance with Board Policy.

To apply please submit Resume **and** Lower Valley Water District Application to:

In person: Monday-Friday 8:30 a.m.-4:00 p.m.
1557 FM Rd 1110 Clint, TX 79836

Email: jobs@lvwd.org

OPEN: 01/14/2019

CLOSE: 01/22/2019

Compensation: Reviewed and established annually by the Board of Directors.