



# 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; inspects, monitors, and repairs backflow prevention assembly installations; monitors, inspects and oversees correction of cross-connection deficiencies; monitors and inspects recycled water sites for compliance with District policies and regulations; evaluates, develops, and promotes new recycled water sites and uses; maintains all related database records and files; and performs other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialist journey level class within the Environmental and Engineering Division responsible for performing the duties associated the District's Cross-Connection Control and Recycled Water 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 testing of District owned backflow prevention assemblies and recycled water facilities and minor maintenance and repair;
- Conducts annual inspections and tests of recycled water facilities including performing weekly water quality sampling of the recycled water distribution system, tracking data, and gathering for reporting purposes;
- Generates notices to consumers for regulatory compliance with annual testing/maintenance and installation of backflow prevention assemblies;
- Performs water use surveys for compliance with state health regulations, and monitors and inspects business and residential properties to determine cross-connection hazards and applicability to recycled water use;
- Identifies plumbing deficiencies related to cross-connection hazards and educates consumers on methods of abatement and performs follow-up inspections for compliance;
- 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;
- May train and direct the work of others in daily operations or on a project basis.

## **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 Network Windows environment;
- Occupational hazards and standard safety practices;
- and/or the ability to learn and utilize backflow prevention software programs (i.e., Tokay Navigator, SQL version, etc.).

Ability to:

- Understand, interpret and enforce regulations and District policies/ordinances and guidelines; apply and explain policies, procedures and regulations;
- Read and interpret landscape, grading, irrigation, and modern plumbing plans and specifications accurately; read and understand record drawings, parcel and subdivision maps, construction improvement plans and specifications;
- Learn and perform field measurements and calculations of moderate difficulty 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; accurately read local maps and organize time effectively several for site visits;
- Prepare and conduct meetings, presentations with contractors, developers and regulatory officials such as pre-construction meetings, initial and final inspections;
- Analyze complex problems, identify alternatives and recommend solutions; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner;
- 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;
- Perform intermediate level tasks using Excel, Word, and PowerPoint;

- maintain a specialized computer database and create associated spreadsheets;
- 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;
- Depending upon job assignment, drive a vehicle;
- Travel to alternative work locations and offsite meetings.

*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.*

### **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 various terrain and in inclement weather. Work is performed in the field, various business and residential buildings, and in a normal office setting with moderate noise levels. Employees are required to operate a motor vehicle in the inspection and work at various job sites and work overtime as necessary.

In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

Established: November 2005  
Revised: June 2015  
Approved by: Human Resources Manager