



UNION JOB DESCRIPTION

TITLE: Cross Connection Specialist

DEFINITION:

The Cross Connection Specialist is responsible for developing, implementing, and maintaining the District's cross-connection control program in accordance with WAC 246-290-490. This position ensures the protection of the public water system from contamination via cross-connections, beginning at the water supply source and ending at the point of delivery to the customer. The Specialist works under the guidance of the Water Quality Program Manager and reports directly to the Water Superintendent. Position may be called out to investigate backflow incidents.

DISTINGUISHING CHARACTERISTICS:

This is a represented position within the Water Unit. Incumbents work independently and collaboratively across administrative, operations, and jurisdictional teams. The Cross Connection Specialist exercises independent judgement and specialized knowledge and skills in matters concerning cross-connection control.

Incumbents in this classification assigned to the Lake Stevens Water Operations headquarters are required to establish their residence so they will be able to report to work within thirty (30) minutes after being called.

This position is not the designated cross connection specialist in responsible charge per WAC 246-292-050(4); that designation remains with the Water Quality Program Manager.

BASIC RESPONSIBILITIES:

1. Develop, implement, and maintain the cross-connection control program.
2. Assess the degree of hazard posed by consumer water systems.
3. Determine appropriate backflow protection commensurate with the degree of hazard.
4. Inspect and approve backflow preventer installations.
5. Investigate and respond to backflow incidents.
6. Conduct periodic re-evaluations to determine whether the premise protection is adequate to protect the District's water system.
7. Maintain cross-connection control records and reports.
8. Submit reports to the Department of Health, including the Annual Summary Report (ASR).
9. Review and approve certified Backflow Assembly Tester (BAT) credentials and test reports.
10. Send annual test notifications and compliance letters to customers.
11. Review plans for new installations and determine appropriate backflow preventers.
12. Take corrective action as required.
13. Coordinate with Engineering staff to review and recommend modifications to engineering design and development standards.
14. Coordinate with the authority having jurisdiction on matters concerning cross-connection control.
15. Assist customers with implementation of cross-connection control requirements and develop guidance documents.

16. Operate cross-connection control software (e.g. SwiftComply).
17. Operate a District vehicle to visit various job sites and District facilities and to attend meetings and training.

OTHER RESPONSIBILITIES:

1. Perform associated duties as assigned.
2. Attend training related to cross-connection control and water quality.
3. Participate in Water Utility safety and operations meetings.

MINIMUM QUALIFICATIONS:

Knowledge of:

- WAC 246-290-490 regulations.
- Principles of cross-connection control and backflow prevention.
- Hazard assessment and mitigation strategies.
- Local, state, and federal drinking water regulations.
- Cross-connection control software (e.g. SwiftComply).
- Recordkeeping and reporting standards for public water systems.
- Water system infrastructure.
- Customer service protocols.

Ability to:

- Interpret and apply regulatory standards.
- Communicate effectively through excellent verbal and written skills.
- Educate and inform diverse audiences.
- Analyze inspection and test reports.
- Maintain accurate and organized records.
- Respond promptly to incidents and take corrective action.
- Use or learn software tools required for the job.
- Work collaboratively across departments and with external agencies.

Education/Experience:

- High school diploma or equivalent.
- Five years' experience in water utility operations.
- Two years' experience in cross-connection control.

License or Certification:

- Valid Washington State Driver's License, with a good driving record.
- Cross Connection Specialist certification issued by Washington State Department of Health.
- Backflow Assembly Tester certification issued by Washington State Department of Health (within twelve months of hire).
- Water Distribution Manager 2 or higher certification issued by Washington State Department of Health.
- Pass a joint collaborative interview process.
- Confined Space and Enclosed Spaces (within six months of hire).
- CPR/First Aid Certification (within twelve months of hire).

WORKING CONDITIONS:

- Duties are performed in a variety of environments both indoors and outdoors, with occasional walking on uneven, slippery, and unstable surfaces.
- Incumbent must be able to lift and carry equipment and materials up to 50 pounds and climb ladders.
- Duties may require entry into and exit from confined and enclosed spaces.
- May be exposed to hazardous materials and environments.
- Use of appropriate fall protection and personal protective equipment.
- Subject to 24-hour callout for backflow incidents.
- Driving to various job sites, District facilities, meetings, and training sessions.