



Water Services Specialist

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of the Director of Public Works, performs a wide variety of specialized activities related to the Public Works Department; performs periodic inspection and testing of Backflow Prevention devices as mandated by the Department of Health Services (DHS); inspects the water distribution system to prevent cross-contamination; assists in the development of a valve exercise program to verify maintenance and operations of distribution system valves; creates a flushing program consistent with DHS requirements; and monitors chemical and fluoride byproducts, test supply for asbestos, routine bacteriological monitoring and other chemical and bacteriological elements as required by DHS.

IDENTIFYING CHARACTERISTICS

This is an experienced level position in the city maintenance and utility services. The primary duties of the position focus on performing periodic inspection and testing of Backflow Prevention devices, inspecting the water distribution system to prevent cross-contamination, and assisting in the development of a valve exercise program to verify maintenance and operations of distribution system valves. Positions assigned to this class are expected to perform the full range of duties as assigned, working independently, applying program knowledge, and exercising judgment and initiative while having a great deal of public contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a wide variety of specialized activities related to the Public Works Department including performing periodic inspection and testing of Backflow Prevention devices as mandated by the Department of Health Services (DHS), inspecting the water distribution system to prevent cross-contamination, assisting in the development of a valve exercise program, creating a flushing program, and monitoring chemical and fluoride byproducts, testing supply for asbestos, routine bacteriological monitoring and other chemical and bacteriological elements as required by DHS.
2. Performs cross connection control inspections to ensure quality of potable water is being delivered to customers; ensures conformance with federal, state, and local backflow and cross connection regulations.

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3. Inspects and tests backflow installations for compliance; ensures backflow devices are properly installed to protect against backflow, back-siphonage, and back-pressure; prepares reports as necessary.
4. Receives, investigates, reviews, and responds to customer complaints regarding cross connections; resolves complaints in a timely and efficient manner.
5. Coordinates, generates, and sends initial notices, follow-up notices, and final notices to owners of backflow devices for annual testing.
6. Maintains a database of all Backflow Prevention (BP) Devices installed in City water distribution system.
7. Exercises and maintains distribution system valves using manual and motorized tools; inspects, maintains, repairs, installs, and positions distribution system valves; vacuums valve cans to ensure can is clean of debris; prepares reports related to distribution system, maintenance and repair, including hydrants and valves.
8. Assists in operating, exercising and monitoring the functioning of valves and other equipment to regulate the flow of water through the distribution system; inspects valves and similar equipment on site and performs scheduled exercising as required to maintain proper working order; maintains logs.
9. Operates a variety of construction and maintenance equipment and hand and power tools including a service truck, portable valve exercising and vacuuming equipment, and backflow device tester.
10. Oversees a flushing program consistent with DHS requirements and schedules and coordinates with streets and roads crew the periodic flushing program.
11. Monitors chemical and fluoride (disinfection) byproducts, test supply for asbestos, routine bacteriological monitoring, including lead, copper, radon, MTBE, and other chemical and bacteriological elements as required by DHS.
12. Serves as liaison between the City and outside agencies regarding assigned duties and activities; responds to and provides information as necessary.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
14. May assist with reading and testing water meters as necessary.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operational characteristics of water distribution systems.
2. Operations, services, and activities of a cross connection control program.
3. Practices, principles, and techniques of cross connections.

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4. Basic legal requirements of cross connections.
5. Backflow devices and cross connection control problems and their prevention.
6. Operational characteristics of maintenance and construction equipment and tools used in work activities.
7. Proper procedures used in the maintenance and repair of hand and power tools.
8. Principles and practices of customer services.
9. Office procedures, methods, and equipment including computers.
10. Basic mathematical principles.
11. Basic principles and practices of record keeping.
12. Occupational hazards and standard safety practices.
13. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

1. Perform inspections on a variety of water systems and wastewater pre-treatment devices.
2. Perform a full range of skilled tasks involved in the exercising and servicing of the water distribution system.
3. Exercise and maintain distribution valves.
4. Interpret, apply, and enforce pertinent rules and regulations.
5. Interpret and explain cross connection and water quality regulations.
6. Analyze and interpret the results of a variety of cross connection control tests and tests of water.
7. Operate a variety of maintenance equipment and tools including light power driven equipment and hand tools in a safe and effective manner.
8. Perform heavy manual labor.
9. Perform assigned work in accordance with appropriate safety practices and regulations.
10. Operate office equipment including computers and supporting software applications.
11. Maintain accurate records and prepare appropriate reports.
12. Work independently in the absence of supervision.
13. Understand and carry out oral and written directions.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of utility maintenance experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate driver's license.

Possession of a Grade II Water Operator Certificate or the ability to obtain the Certificate within one- year of appointment.

Possession of a Backflow Prevention Tester Certification. Possession of a Cross Connection Control Specialist Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents/chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates