

MAJOR FUNCTION

This is highly responsible technical and administrative work in organizing and administering the Backflow Prevention Program to meet the objectives of the Cross-Connection Program to ensure the City's water quality and potability. The work includes research and other studies relating to fundamental factors having an effect on quality of service rendered to the public necessary to protect the water system to eliminate existing hazards and to prevent future cross connections. Other duties include the coordination of activities over subordinated technical personnel who are assisting in this program. The work is reviewed through conferences and written reports by an administrative superior; however, the employee is expected to exercise independent judgment and initiative in accordance with federal, state, and local government acts, laws, ordinances, policies and practices.

ILLUSTRATIVE DUTIES**Essential Duties**

Plans, organizes and administers the potable water quality control programs required by the State and Federal Safe Drinking Water Acts including the Backflow Prevention Program. Establishes schedules to test and inspect existing buildings and future structures to correct or install approved devices to prohibit cross connection between the potable water system and other systems or equipment containing water of other substances of unknown or questionable quality to prevent contamination. Explains to the public the importance of the program and the results of violations by refusal or neglect of the City ordinance. Maintains records of actions taken to correct violations. Maintains copies of written reports, summaries of communications relating to Cross-Connections Control Program conducted in house, by private contractor, or by any local, state or federal agency. Maintains records on variances or exceptions granted by Director of the Water and Sewer Department. Interprets state and local laws, ordinances, regulations and gives technical advice and assistance to associates and to the public. Performs statistical and research studies and prepares charts, graphs and reports on effectiveness of the program. Performs related work as required.

Other Important Duties

May offer expert testimony in a judicial setting. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the City, State and Federal regulations relating to Cross-Connections and Backflow Prevention. Considerable knowledge of the water system and the functions of various valves and other check or control devices. Ability to read and comprehend technical manuals, governmental laws and regulations. Ability to communicate effectively, orally and in writing. Ability to train subordinate personnel. Ability to set-up and maintain a filing system. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from a four-year college or university with a degree in Engineering Technology, Science, or a related field and three years of responsible technical experience involving a water distribution system; or any equivalent combination of training or experience.

Necessary Special Requirements

Possession of a valid State driver's license at the time of appointment.

Must obtain the Florida Cross-Connection Certification within six months of employment.

Established: 03-06-89
Revised: 04-14-89
02-16-90
04-28-04*