

**TOWN OF JONESBOROUGH
CROSS-CONNECTION SPECIALIST
JOB DESCRIPTION**

GENERAL DESCRIPTION: The Cross-Connection Specialist works under the direct supervision of the Water Quality Supervisor within the Water Quality Department. The general responsibilities include technical oversight of the prevention of unwanted connections to the Town's water system including inspections of installations of backflow prevention assemblies, as well as verifications that facilities using contaminants in their operation cannot be connected to the Town's water system in such a manner as to allow contamination of any aspect of the Town's water supply. In addition, duties of the distribution system to ensure compliance with state and federal regulations, as well as testing for Ph and chlorine residuals and bacterial content in the supply.

ESSENTIAL FUNCTIONS OF THE JOB:

- Carries out the daily operation of the Town's Cross-Connection and Backflow Prevention Program.
- Learns all state and federal regulations regarding cross-connection and backflow prevention.
- Determines along with the Water Quality Specialist those water customers that have to file cross-connection inspection results annually.
- Maintains a good working relationship with building contractors, business owners, and industrial officials regarding cross-connection and backflow regulations, and answering questions regarding these regulations.
- Sends out notification letters alerting water customers having to meet inspection requirements of the date inspection results must be submitted.
- Effectively communicates with Jonesborough water customers in regard to water quality issues such as taste, odors, discoloration and health issues.
- Attends training courses required by Water Quality Specialist or Water Distribution Supervisory staff.
- When necessary, carries out inspections of cross-connection and/or backflow prevention devices that might contaminate Jonesborough's finished drinking water.

- Other duties as assigned by the Water Quality Supervisor or Water Quality Director.
- Keeps accurate records of all inspection submittals, testing and related correspondence.

OTHER FUNCTIONS:

- Assists Water Quality Supervisor when needed in carrying out GIS mapping of the Town's water system.
- Learns operational and maintenance practices of water distribution system.
- Verifies field data when necessary.
- Keeps abreast of all changes in cross-connection/backflow regulations by state and federal governments.
- Works in a self-motivated environment with limited supervision.
- Provides Water Quality Supervisor with reports of activities carried out, with reports due on a schedule and to such detail as required by the Water Quality Supervisor or Water Quality Director.

QUALIFICATIONS/REQUIREMENTS:

- At least two years experience in Water Quality field.
- Must have computer or related skills such as Microsoft Word, Auto-Cad, Excel, etc.
- Must possess a valid Tennessee Driver's License.
- Must obtain a Cross-Connection Certification within twelve (12) months from employment as the Cross-Connection Specialist.
- Must obtain a Class 2 Distribution Certification within twenty-four (24) months from employment as the Cross-Connection Specialist.

- Must share in the responsibility of the on-call duties.
- Must be able to make supervisory decisions.

ENVIRONMENTAL REQUIREMENTS: Tasks may require frequent exposure to adverse environmental conditions.

PHYSICAL REQUIREMENTS:

- Sees that the equipment that needs calibrating is kept up-to-date, and recognizes correct data.
- Performs water pressure tests of the distribution system using hand-held gauges and pressure recording charts.
- Performs distribution system flushing operations which require using valve wench to open and close blow-off valves and fire hydrants.
- Use of a pick and shovel to locate valve boxes and restore landscape after flushing.
- Use of common hand tools for installing sampling equipment, repairing backflow prevention assemblies, and maintain equipment.
- Enter data and updates files in order to meet Local and State requirements.
- Performs duties in a variety of weather conditions.
- Meets scheduling and attendance requirements.
- Use of both hands and feet for operation of department vehicles and equipment.

SENSORY REQUIREMENTS:

Tasks require good perception and vision. Must be able to hear safety alarms on equipment and to clearly hear and understand oral instructions with machinery operating and in somewhat stressful situations. Will be exposed to noise, fumes, and chemicals.

REQUIRED KNOWLEDGE AND ABILITIES:

- High school graduate or equivalent.
- Knowledge of techniques in taking water samples and performing the related tests.
- Operational and maintenance practices of water distribution system, characteristics of water pressure and flow.
- Basic and complex tools and equipment used in water monitoring and backflow prevention work.
- Basic mathematical principles used in calculating measurements and calibrations.

- Installation maintenance and operation of backflow prevention assemblies.
- Occupational and safety precautions of the work place.
- Ability to learn the Ordinances of the Town, rules and regulations governing the sampling of the distribution system;
- Maintain equipment, maintenance files to track system performance and maintenance procedures.
- Flushing of water mains and blow-off valves in response to water quality complaints.
- Test water samples for chlorine, conducts routine inspections of facilities to determine compliance with backflow prevention codes.
- Responds to complaints concerning water quality, investigates the complaints, and provides accurate information as to the source of the problem.
- Assists in the maintenance and repair of the Town owned backflow prevention assemblies.
- Must be able to enter and retrieve data from computer using Microsoft Word, Excel, etc.
- Assists in developing and implementing sampling plans in response to a changing environment,
- Ability to write correspondence and reports pertaining to water quality and backflow.
- Works with other Town departments as directed to achieve administration goals and objectives.
- Ability to communicate effectively with public and assists the water quality inspectors (TDEC).
- Ability to communicate work tasks, assign staff duties, and provide effective leadership within the Water Quality Department.
- Other duties as may be assigned.

**Non-Exempt
Grade 5
December 2019**