

Water Authority Position Description

CROSS CONNECTION MANAGER

Status	Position Code	Level	Date
APPROVED	CCMG	P27	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

SUPERVISE, PLAN AND COORDINATE OPERATIONS AND ACTIVITIES TO ELIMINATE CROSS-CONNECTIONS WITHIN THE WATER DISTRIBUTION SYSTEM. ENFORCE THE CROSS CONNECTION PREVENTION AND CONTROL ORDINANCE TO ENSURE WATER QUALITY STANDARDS. PROVIDE TECHNICAL ASSISTANCE TO ENGINEERS.

MIN EDUCATION & EXPERIENCE REQ

BACHELORS DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN WATER SYSTEMS, WATER UTILITY, CIVIL ENGINEERING OR A RELATED FIELD, PLUS FOUR(4) YEARS EXPERIENCE IN WATER OPERATIONS MANAGEMENT/MAINTENANCE TO INCLUDE TWO (2) YEARS OF DIRECT SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VAUD NEW MEXICO DRIVER'S LICENSE
 POSSESSION OF OR ABILITY TO OBTAIN A WATER AUTHORITY BACKFLOW ASSEMBLY TESTER CERTIFICATION WITHIN THREE (3) MONTHS FROM DATE OF HIRE
 POSSESSION OF A NEW MEXICO WATER SUPPLY, LEVEL IV CERTIFICATION AT TIME OF HIRE

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

EXERCISES DIRECT SUPERVISION OVER PROFESSIONAL, TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PROTECT THE PUBLIC WATER SUPPLY AND PUBLIC REUSE WATER SUPPLY FROM CONTAMINATION OR POLLUTION DUE TO THE BACKFLOW OF CONTAMINANTS AND/OR POLLUTANTS THROUGH WATER SERVICE CONNECTIONS.
2. MAINTAIN THE PUBLIC HEALTH, SAFETY AND WELFARE THROUGH THE PREVENTION AND CONTROL OF CROSS CONNECTION PROGRAM WATER PURVEYORS. ENSURE PROGRAM COMPLIANCE WITH BACKFLOW PREVENTION AND THE WATER AUTHORITY CROSS CONNECTION PREVENTION AND CONTROL ORDINANCE.
3. COORDINATE THE ORGANIZATION, STAFFING AND OPERATIONAL ACTIVITIES TO ENFORCE AND ADMINISTER THE CROSS CONNECTION CONTROL PROGRAM. CERTIFY WORK OF STAFF TO COMPLY WITH ORDINANCES AND INSPECTIONS.
4. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES, AND PRIORITIES. RECOMMEND AND IMPLEMENT RESULTING POLICIES AND PROCEDURES.
5. IDENTIFY OPPORTUNITIES FOR IMPROVING METHODS AND PROCEDURES FOR ADMINISTRATION OF THE CROSS CONNECTION CONTROL PROGRAM. IDENTIFY RESOURCE NEEDS, REVIEW WITH APPROPRIATE MANAGEMENT STAFF AND IMPLEMENT IMPROVEMENTS.
6. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
7. PREPARE AND MAINTAIN RECORDS AND REPORTS ON THE CROSS CONNECTION CONTROL PROGRAM. ENSURE COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS GOVERNING CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION. OVERSEE CUSTOMER INFORMATION SYSTEM DATABASE.
8. REVIEW CURRENT AND PENDING FEDERAL AND STATE REGULATIONS CONCERNING CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION TO ENSURE THAT THE WATER AUTHORITY'S CROSS CONNECTION CONTROL PROGRAM MEETS GOVERNMENT REQUIREMENTS.
9. PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF ASSIGNED BUDGET. FORECAST FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. MONITOR AND APPROVE EXPENDITURES. RECOMMEND ADJUSTMENTS AS NECESSARY.
10. PROVIDE STAFF ASSISTANCE TO HIGHER LEVEL STAFF, PREPARE AND PRESENT REPORTS AND OTHER CORRESPONDENCE AS NECESSARY.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION.
2. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF DOCUMENT RETENTION.
3. RECEIVE AND RESPOND TO A VARIETY OF INQUIRES AND COMPLAINTS FROM THE GENERAL PUBLIC.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

METHODS AND TECHNIQUES OF WATER DISTRIBUTION AND SYSTEMS MAINTENANCE AND REPAIR
CROSS CONNECTION AND CONTROL PREVENTION ORDINANCE
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATIONS PERTINENT
FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
PRINCIPLES OF BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION
PRINCIPLES AND PRACTICES OF BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
PRINCIPLES OF BUDGET CONTROL
COMPUTER PROGRAMS INCLUDING MICROSOFT OFFICE, MAXIMO, SHAREPOINT AND THE CUSTOMER INFORMATION SYSTEM DATABASE
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS
KNOWLEDGE OF BASIC PLUMBING

PREFERRED SKILL/ABILITY

COORDINATE DUTIES ASSIGNED TO SUPPORT STAFF
TROUBLESHOOT FIELD INSPECTION AND CUSTOMER INFORMATION SYSTEM DATABASE ISSUES/PROBLEMS
OVERSEE AND PARTICIPATE IN THE ENFORCEMENT OF THE CROSS CONNECTION CONTROL PROGRAM
OVERSEE, DIRECT AND COORDINATE THE WORK OF LOWER LEVEL STAFF
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS
ENSURE COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS GOVERNING CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION
PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF DIVISION GOALS, OBJECTIVES AND PROCEDURES
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS
PREPARE AND MAINTAIN RECORDS REGARDING APPLICABLE PROCEDURES

PREPARE CLEAR AND CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
INCLUDING A VARIETY OF WATER AUTHORITY AND OTHER GOVERNMENT OFFICIALS, COMMUNITY GROUPS, AND THE GENERAL PUBLIC
ABILITY TO READ CONSTRUCTION PLANS

WORKING CONDITIONS

OFFICE AND WATER AND WASTEWATER TREATMENT PLANT ENVIRONMENT; EXPOSURE TO NOISE, MECHANICAL AND UTILITY ROOMS, DUST, GREASE, SMOKE, FUMES, GASES; WORK IN OR WITH WATER; WORK ON SLIPPERY OR UNEVEN SURFACES.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME; MODERATE OR LIGHT LIFTING