

CITY OF MADISON  
POSITION DESCRIPTION

<p>1. Name of Employee (or "vacant"): New Position</p> <p>Work Phone:</p>	<p>5. Department, Division &amp; Section: Water Utility</p>
<p>2. Class Title (i.e. payroll title): Cross Connection Control Inspector</p>	<p>6. Work Address: 119 E Olin Avenue Madison, WI</p>
<p>3. Working Title (if any):</p>	
<p>4. Name &amp; Class of First-Line Supervisor: Joseph Grande</p> <p>Work Phone: 261-9101</p>	<p>7. Regular daily hours of work: Hours/Week: 40</p> <p style="text-align: center;">From: 7:00 am                      To: 3:00 pm</p>
<p>8. Date of hire in this position:</p>	
<p>9. From approximately what date has employee performed the work currently assigned:</p>	
<p>10. Position Summary: This is responsible, specialized work performing cross connection control inspections, private well inspections and testing, monitoring the abandonment of private wells, assisting with collection of data related to water quality problems and responding to customer complaints, and performing associated record-keeping in paper and electronic formats</p>	

<p>11.</p>	<p>Time % Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)</p> <p>60% <b>Cross connection inspections, re-inspections, scheduling.</b> Conduct cross connection control inspections for the purpose of preventing backflow, by back siphonage or back pressure, of any possible contaminant into the potable water system. Establish regular inspection schedules and procedures. Inspect residential, commercial and industrial establishments for actual and potential cross connections to insure compliance with state cross connection control law and codes. Inspect all supply-side plumbing for cross connections and plumbing violations leading to equipment including but not limited to printing, photo processing, car wash, laboratory, heating/cooling, food service, irrigation, and manufacturing. Advise customers of necessary protective methods, devices, or assemblies that must be installed and of their proper locations. Approve plans to insure compliance with applicable state codes and city ordinances. Work with larger organizations such as the University to include cross connection control when developing remodeling plans and specifications. Conduct follow-up inspections to insure that appropriate devices have been installed and/or modifications made. Coordinate with plumbers, building managers, and owners to insure that violations are corrected in a timely manner. Issue citations and provide testimony in legal proceedings involving non-compliance. Maintain necessary reports and documentation of notices using both electronic and manual systems.</p> <p>20% <b>Private well permitting, testing, abandoning.</b> Inspect new and/or existing wells for compliance with state codes and local ordinances. Collect well samples for bacteriological analysis. Direct well owners to sanitize or abandon wells, as required, based on test results. Monitor the abandonment of wells to insure that proper materials are used, proper procedures followed, and that the City's potable water supply is protected.</p> <p>10% <b>Water quality complaints, investigation.</b> Perform water quality inspections in response to consumer complaints. Perform basic field testing protocols to assess water quality in private residences and/or businesses. Work as part of a team to investigate water quality problems where cross connection is suspected as a cause of the quality concern.</p> <p>10% <b>Paperwork and program administration.</b> Maintain necessary reports and documentation of notices using both computerized and manual systems.</p>
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12. Primary knowledge, skills and abilities required:

A thorough knowledge of supply side plumbing systems including the causes and prevention of backflow in the water system by either back siphonage or back pressure. Knowledge of national, state and local plumbing codes and ordinances covering cross connection control and prevention. Knowledge of private well construction, testing and abandonment ordinances, codes and procedures. Basic knowledge of water sampling procedures and water quality concerns. Ability to perform and accurately record the results of cross connection inspections. Ability to make recommendations as to appropriate corrective cross connection measures and devices. Ability to maintain written and computer records. Ability to read blue prints and plans relating to plumbing systems and cross connection control. Ability to monitor well abandonments to insure that proper procedures and codes are followed. Ability to respond to customer complaints and to collect water quality samples. Ability to carry out written and verbal instructions. Ability to work independently and as part of an inspection/problem-solving team. Ability to visually inspect plumbing installations. Ability to climb stairs and ladders and gain access to plumbing installations. Ability to deal tactfully and courteously with water consumers and parties affected by cross connection control inspections. Ability to educate and advise affected parties to achieve compliance with regulations. Ability to establish and maintain effective working relationship with employees, other agencies, the general public, contractors, building managers, etc. Ability to operate a motor vehicle.

Three years of responsible experience in supply side plumbing, water system maintenance, large building maintenance mechanic work, plumbing, steam fitting, fire sprinkler system installation or a closely related area, or related work involving the interpretation and application of formal standards and codes. Such experience would normally occur by post-secondary coursework, training, trade school or the equivalent

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid driver's license. Ability to obtain certification as a cross connection control tester within the probationary period and maintain that certification. Ability to obtain licensure, if applicable, to perform cross connection surveys/inspections within the probationary period and to maintain such licensures

15. Physical requirements:

Physical agility and strength necessary to climb, stoop, and access confined spaces to conduct inspections. Ability to work around electrical hazards, toxic materials, and in inclement weather.

16. Supervision received (level and type):

The work is normally performed independently under general supervision of the Water Quality Manager, but may involve working as part of a team and/or referring issues involving policy decisions to higher-level staff. Work assignments occur as a result of regularly established inspection routes and responses to referrals and consumer complaints.

17. Leadership Responsibilities:

This position:

- is responsible for supervisory activities (Supervisory Analysis Form attached).
- has no leadership responsibility.
- provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.