

City of Fort Worth, Texas Job Description

Classification Title	Cross Connection Supervisor		
Job Code:	PR1401	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/07/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates backflow and cross connection operations. Protects the City's public potable water supply and private residence, establishments and industries internal water distribution systems; supervises irrigation program; coordinates assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to assigned managerial staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Supervises and coordinates backflow/cross connection daily operations. Provides technical and informational assistance to internal and external departments; track, assigns, schedules and results permit inspections for commercial and residential backflow and irrigation systems; and maintains and monitors database to meet TCEQ annual backflow testing regulatory requirements.
3. Coordinates assigned activities with other divisions, departments, outside agencies and the general public. Communicates and responds to inquiries related to backflow cross connection control and irrigation programs; acts as liaison between developers and City departments; and schedules and coordinates meetings.
4. Conducts on-site inspections of irrigation systems in cases where the filed inspectors observe deviation from established procedures.
5. Prepares, develops, interprets and implements policies, procedures and documents for internal and external use. Performs plan reviews of buildings and facilities water distribution systems; reviews water systems and plumbing plans; performs irrigation system plan and document reviews to ensure compliance with requirements; and reviews commercial building plans for proposed facilities.
6. Conducts enforcement actions against noncompliant facilities. Negotiates and resolves sensitive issues with customers and other departments.

7. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Texas Commission on Environment Quality (TCEQ) Landscape Irrigation regulations.
- Fort Worth Lawn and Landscape Irrigation Conservation Ordinance and the Installation and Maintenance of Irrigation Systems Ordinance.
- International Plumbing Code.
- Fort Worth Plumbing Ordinance.
- TCEQ Backflow and Cross Connection regulations.
- Fort Worth Cross Connection Control Ordinances.
- Permits Plus database, CISCO and other internal databases, XC2 software.
- Rules and procedures regarding Backflow and Cross connection program and related elements.
- Purchasing procedures and budget preparation.
- Enforcement procedures for non-compliant facilities.
- Materials, methods, practices and equipment used in water system operations, construction, maintenance and repair activities.
- Various types of plumbing materials.
- Methods and procedures of plumbing and irrigation trades.
- City adopted codes and ordinances.

- **Skill in:**

- Computers and applicable software.
- Organization and time management.
- Problem solving.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Supervise, direct and coordinate the work of subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Recommend and implement goals and objectives for providing effective customer services.
- Monitor and prioritize assignments.
- Perform data entry of annual backflow assembly test.
- Conduct on-site inspections of water systems.
- Enforce cross connection and irrigation system rules and regulatory requirements.
- Interpret and explain City customer service policies and procedures.
- Oversee and participate in the management of a comprehensive water services program. (Backflow and Cross Connection & Irrigation)

- Respond to requests and inquiries from the general public.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS Diploma/GED supplemented by specialized training in assigned trades area and four years of experience in technical engineering work, utilities maintenance, construction, plumbing, or a related field, including one year of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Possession of, or ability to obtain, an appropriate, valid Irrigation Inspector's License.

Possession of, or ability to obtain, Cross Connection Certification and/or Cross Connection Inspection's Certification.

Possession of, or ability to obtain, a Master Plumber license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.