



MARIN MUNICIPAL WATER DISTRICT

BACKFLOW AND RECLAMATION SUPERVISOR

DEFINITION

Under general direction, this position plans, coordinates and supervises the District's backflow prevention and the recycled water programs to ensure compliance with all federal and state regulations. This position independently performs a wide variety of tasks relative to the assigned areas of responsibility, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory level class; incumbents performs the full range of routine and complex field and office supervisory tasks, while exercising discretion and sound judgment to work effectively with the public, outside agencies and with others within the District. Duties performed by this position are divided between supervision of work unit staff, site inspections, consumer services, regulatory compliance, and program management.

EXAMPLES OF DUTIES - Typical duties may include, but are not limited to the following:

- Plans, schedules, prioritizes, and assigns the work related to backflow prevention and recycled water projects and programs; develops and implements goals and objectives of the assigned staff.
- Supervises the programs and staff specifically regarding site surveys and inspections for compliance for both backflow prevention and recycled water programs.
- Provides technical advice, direction and support related to backflow prevention and recycled water issues for regulatory compliance to District employees and the public.
- Oversees the installation, testing and maintenance of backflow prevention assemblies for regulatory compliance.
- Prepares and analyzes statistical information and other data; prepares complex cost estimates, research and maintains records, prepares detailed correspondence and reports.
- Performs the more complex water use surveys of private plumbing systems for compliance with state health regulations.
- Responds to diverse, complex and/or sensitive consumer or programmatic issues and interprets District policy and program procedures and guidelines to ensure compliance with state and federal regulation.
- Reviews and inspects recycled water facilities and projects, consumer properties/projects for suitability of recycled water use.
- Monitors water quality within the recycled water distribution system, oversees water quality sampling of the recycled water distribution system, tracks water quality data, and

assembles various data for reporting purposes. Recommends treatment changes for recycled water that affect the distribution system.

- Prepares various types of correspondence, project reports and documents including maps, drawings, photo presentations, etc.
- Prepares the work unit's budget; estimates equipment needs; monitors expenditures and approves requisitions for materials and supplies.
- Conducts presentations and training for various groups, organizations, staff and peers related to the backflow prevention and recycled water programs.
- Acts as a liaison with various state and local agencies in matters related to backflow prevention and recycled water.
- Recommends and/or initiates the development of proposed District regulations and ordinances regarding backflow and recycled water programs.
- Trains or provides for training for subordinate staff, provides leadership and work direction and supervision for staff.
- Conducts performance evaluations and implements performance correction, interprets District policies and procedures to employees and administers aspects of labor contract agreements.
- Actively participates in committees related to backflow prevention, cross-connection control and recycled water; and monitors and evaluates issues and their affects to the District.
- Operates and maintains computerized databases; develops and maintains associated spreadsheets and reports.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, and methods of Backflow Prevention and Recycled Water programs; landscape/irrigation system design and operation; modern plumbing including common water using equipment, water distribution systems, hydraulics, backflow prevention devices and assemblies, and cross-connection control methods.
- State and local laws, codes, rules, and regulations associated with backflow prevention and cross-connection control (CA Title 17) and recycled water programs (CA Title 22) including Public Health Codes related to backflow prevention/cross-connection control and recycled water, California Plumbing Code (CPC), California Fire Code, , and other related codes.
- Principles and techniques for gathering information to maintain and update a variety of water supply and water distribution systems databases, records, charts and maps;
- Personal computer operations and job related applications.
- Records management practices and procedures, organizing and maintaining accurate files and records including computer data storage and retrieval.
- Effective writing practices including correspondence and report writing, proper spelling, grammar, punctuation.
- Basic principles and practices of effective supervision and training;
- Occupational health and safety regulations pertaining to the work; occupational hazards and standard safety practices.

Ability to:

- Understand, interpret and diplomatically enforce regulations, District policies, ordinances and guidelines; apply and explain policies, procedures and regulations.

- Accurately read and interpret landscape, grading, irrigation, and plumbing plans and specifications; read and understand record drawings, parcel and subdivision maps, construction improvement plans and specifications.
- Perform complex field measurements and calculations of considerable difficulty and develop field sketches.
- Organize, prioritize, and follow-up on work assignments.
- Prepare and initiate meetings, presentations and training for a variety of groups, organizations and regulatory officials.
- Analyze complex problems, identify alternatives and recommend solutions; make sound decisions within established guidelines;
- Provide leadership, strategic planning and performance goals for assigned staff; work independently and as part of a team; effectively supervise a work group.
- Work effectively with the public and others in situations requiring significant diplomacy and considerable tact; communicate technical information effectively both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, in writing or verbally, in a clear and concise manner with others during the course of conducting business.
- Utilize computer and other job-related technology and keep technical skills up to date, including proficiency with word processing, spreadsheet, and database software.
- Prepare clear and understandable correspondence and reports utilizing associated computer software and hardware.
- Observe safety principles and work in a safe manner following applicable safety rules and regulations.
- Become familiar and knowledgeable about the District geography and service area.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be:

Education: Graduation from an accredited college with an associate degree in natural sciences, landscape architecture, water treatment/distribution or recycling processes, engineering course work or a closely related field. Specialized training related to water distribution system technologies and/or water recycling processes is highly desirable.

Experience: Five years experience in water systems, construction inspection, or plumbing, with at least two years of supervisory experience or providing lead-level technical or functional direction and working with the public and customer service.

OR

Education: Equivalent to the completion of a high school diploma. Specialized training related to water distribution system technologies and/or water recycling processes is highly desirable.

Experience: Six years of increasingly responsible and competent experience in a water distribution agency, construction inspection, or plumbing, with at least two years of supervisory experience or providing lead-level technical or functional direction and working with the public and customer service.

Licenses and/or Certifications

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;

- Possession of a current AWWA CA/NV Section or American Backflow Prevention Association (ABPA) “Backflow Prevention Assembly General Tester”;
- Possession of a current AWWA CA/NV Section or American Backflow Prevention Association (ABPA) “Cross-Connection Control Specialist”.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster services activities as may be assigned to them by their superiors or by laws.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 – 3109)

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job the employee is frequently required to stand for extended periods of time, reach, twist, turn, kneel, bend, squat, and stoop in the performance of daily activities both in the office and in the field. The position requires grasping, repetitive hand movement and fine coordination to handle tools and using a computer. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 50 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee operates a personal computer and a variety of computer software, office equipment and tools and requires near vision in reading plans, correspondence, reports and/or statistical data. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely. The position requires the ability to work after hours and weekends as needed.

Work Environment: The employee is required to work outside in inclement weather as needed and is exposed to outdoor temperature, humidity, wetness and dust. Work is performed in the field, various business and residential buildings, and in a normal office setting with quiet to moderate noise levels.

Established: January, 2011

Revised:

Approved by: Human Resources Manager