



Cross Connection/Backflow Coordinator

Class Code:
34030

Bargaining Unit: None

COUNTY OF SUMMIT
Established Date: Oct 9, 1996
Revision Date: Jul 11, 2001

14 - 434
EXHIBIT A

SALARY RANGE

\$16.17 - \$22.60 Hourly
\$1,293.60 - \$1,808.00 Biweekly
\$33,633.60 - \$47,008.00 Annually

DESCRIPTION:

Under direction; coordinates a comprehensive program of backflow prevention, and lead and copper testing and inspection as related to commercial/industrial and residential water service customers; develops and maintains a complete database; completes related reports; performs prevention and inspection surveys, and testing. Performs other related duties as required.

JOB DUTIES:

The duties listed below are intended to depict tasks performed by this classification.

Plans for, coordinates, and monitors a program of backflow and lead/copper contamination of water supplies; composes, types and distributes letters and reports (e.g., notification for the installation, annual testing of backflow devices, lead/copper testing, EPA reports, etc.); places calls to customers to schedule appointments for inspection and collection of samples; prepares and submits samples to laboratory (e.g., prepares forms, purchases shipping supplies, prepares samples, ships, etc.).

Develops, revises and inputs data into computer database files (e.g., backflow lead and copper testing records, installation records, tester lists, forms, regulation information, private projects' status, etc.); prepares reports from database files (e.g., EPA, notification of test results to customers, status of lead/copper testing program, etc.); reviews, studies and reports on specific rule changes to EPA regulations concerning the lead/copper testing and backflow/cross connection identification techniques; discusses procedural changes and recommends policy; provides guidance and leadership to associate staff, and other employees so assigned; represents DOES with public, State and Federal agencies and other county offices and departments regarding programs; receives inquiries and discusses and/or informs customers about the procedures of the testing and survey programs.

Performs surveys of commercial/industrial buildings (e.g., determines use of backflow devices, checks for alternate