



CITY OF CHINO

Recycled Water Coordinator

Definition:

Under general supervision, performs a wide variety of responsible administrative duties in relation to the City's recycled water use program, administers the City's cross-connection control program; and performs related work as assigned.

Class Characteristics:

Recycled Water Coordinators are independently responsible for performing responsible administrative and systematic activities for the recycled water use program and maintaining the City's cross connection program, backflow prevention device installations, inspections and repairs, and assisting in resolving water quality related concerns/issues.

Essential Functions:

- Administer the City's recycled water use program and backflow and cross connection control program; coordinate with permitting agencies to ensure regulatory compliance for the City and its customers.
- Develop and implement operational, administrative and other policies and procedures related to the recycled water use program and backflow and cross connection control program.
- Oversee the installation of new recycled water use sites, site conversions and retrofits, conduct site inspections and oversee coverage testing.
- Perform customer outreach, including notification, coordination and scheduling of new recycled water connections and cross-connection testing.
- Investigate and resolve a variety of customer-related issues regarding the recycled water use program and distribution system.
- Maintain accurate records and prepare and submit a variety of reports.
- Coordinate with outside agencies or groups and ensure compliance with applicable ordinances and regulations.
- Conduct site visits, gather and analyze data, and make written reports to site owners and managers making recommendations as needed for correcting recycled water system deficiencies, run-off, ponding and overspray prevention.
- Maintain and update the records of the City's cross connection program, backflow prevention device installations, inspections, test results and repairs.
- Review and approve plans and specifications for the installation of backflow prevention devices. Ensure cross connection regulations are being followed, and make recommendations to comply with City standards.
- Perform cross connection control surveys; implement procedures and schedules for evaluating new and existing facilities to assess the degree of hazard, type, quantity, and location of backflow prevention devices.
- Collect samples for bacteriological, chemical, general physical analysis, gross alpha tests, and other water quality samples and tests as required.
- Establish and maintain excellent customer relations with recycled water users.

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- Serve as the City's liaison with regional recycled water suppliers, regulatory agencies and customers.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- College level coursework in water utility science or a related field.

Experience:

- One year of experience in recycled water use monitoring, cross connection control or a related program.
- One year of experience performing duties as a cross connection specialist/technician or related experience.

Considerable knowledge of:

- Requirements of a cross connections control survey.
- Recycled water use site inspections.
- Backflow prevention device testing procedures.
- Recycled water use construction, site conversions and retrofits.
- Methods of research, program analysis, and report preparation.
- Methods, materials and techniques used for cross-connection prevention and testing, site retrofit and connection to recycled water systems.
- Methods and procedures for collecting routine water quality samples.
- Principles and practices of program development and administration.

Knowledge of:

- Regulations, rules and ordinances governing recycled water use.
- Title 17, Title 22, California Code of Regulations related to drinking water, Guidelines for Water Reuse and California Regulations related to recycled water.
- Federal, State, and local laws, codes and regulations.

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Skill in:

- Modern office procedures, methods including computer software and hardware.
- Computer software used to administer cross connection program.

Ability to:

- Independently perform responsible administrative activities for the assigned programs.
- Read and interpret written materials, plans, standards, specifications and codes.
- Maintain a cross connection program using computer software.
- Maintain accurate records and prepare and submit a variety of reports. Resolve customer-related issues regarding the recycled water use program and distribution system.
- Prepare recycled water documentation including state-required reports.
- Oversee the installation of new recycled water use sites, site conversions and retrofits, conduct site inspections and oversee coverage testing.
- Collect routine water quality samples, per the American Water Works Association (AWWA) sampling guidelines.
- Make mathematical calculations.
- Use a variety of tools, devices, and equipment specific to backflow and cross-connection testing.
- Specify water meter equipment and associated backflow protection devices; ability to read meter and determine if operating properly.
- Communicate clearly and concisely, both orally and in writing.
- Understand and apply policies and procedures.
- Deal tactfully and courteously with internal and external customers.

Special Requirements:

- Possession of a California Driver License and a satisfactory driving record.
- Possession or ability to obtain a Back-flow Prevention Assembly Tester Certification from the County of San Bernardino is required within one year from the date of appointment.
- Possession or ability to obtain a Cross-Connection Specialist Certificate from an appropriate agency is required within one year from the date of appointment.
- Possession of a California Division of Drinking Water Grade II Water Distribution Operator Certification is required within two years from the date of appointment.
- Possession or ability to obtain CPR, First Aid, Confined Space, and Forklift Certificates within one year from the date of appointment.
- Possession of a California Division of Drinking Water Grade II Water Treatment Operator Certification is desirable.
- Successful completion of probationary status is dependent upon acquisition of certificates that are required within the first year of employment.

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- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category III; 1, 3, 5, 6, 7, 8, 9, 10, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22.

Link to description [here](#)

Employee Unit:

Chino Public Works Services Association (CPWSA)

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