

<b>Job Class Code: 3291</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to manage and oversee the City’s backflow prevention program. The class is responsible for supervising a team tasked with reviewing engineering plans and inspecting all new backflow prevention assemblies in the water service area, tracking all existing backflow prevention assemblies, and conducting inspections on all new non-single family residential facilities to evaluate the level of risk each creates for backflow into the public water system. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Supervises or leads subordinate personnel, including training, scheduling, assigning and evaluating work.
- Reviews plans and progress of the construction for water service systems including cross-connections and backflow prevention devices.
- Maintains and promotes cross-connection and backflow prevention programs.
- Directs others and acts as lead inspector in conducting field inspections and tests of water service systems to ensure compliance with regulations and prevent water contamination or pollution.
- Investigates, inspects and resolves minor engineering problems with construction projects including acting as intermediary for engineers and responding to citizen inquiries.
- Coordinates with construction contractors, developers, and engineers to accomplish goals, communicate information, and make recommendations for any changes and/or improvements.
- Directs subordinates and others to bring private water systems into compliance with local, state and federal regulations.
- Prepares and maintains reports and records such as inspection records, related correspondence, and violation reports.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; may present training programs.
<b>Mental Requirements</b>	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, staff, and others in the general public.

**KNOWLEDGE, SKILLS, AND ABILITIES**

<b>Knowledge</b>	Knowledge of plumbing systems and right-of-way piping systems, backflow prevention assemblies, private plumbing, and public water system hardware, design, and operations.
<b>Skills</b>	Excellent communication skills.
<b>Abilities</b>	Ability to work independently to resolve problems.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate’s degree in engineering or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver’s license and a driving record in compliance with City Driving Standards. Department of Professional and Occupational Regulations Backflow Prevention Device Workers Certifications preferred.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*