

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CROSS CONNECTION CONTROL & PRETREATMENT COORDINATOR

Department: Utilities
Pay Grade: 110
FLSA Status: Non-Exempt
Job Class: 7091
Risk Code: 7520

JOB SUMMARY

Responsible for enforcing compliance with state and federal regulations for backflow protection, cross connection control, industrial pretreatment and Fats, Oils, and Grease (FOG) Program for Marion County Utilities Customers as well as performing technical work in inspection, evaluation for the various programs and installation, testing and repair of Backflow Prevention Assemblies owned by Marion County Utilities.

ESSENTIAL CROSS CONNECTION CONTROL JOB FUNCTIONS

- Researches latest codes and recommends work plans for meeting compliance expectations.
- Prepares complicated, technical reports, presentations, letters, and other various formal documentation.
- Enforces customer compliance with regulatory codes.
- Observes the workmanship, methods, materials, and procedures involved in the installation of backflow prevention assemblies, double detector check valve assemblies, and any other cross connection control devices as encountered to ensure conformance with approved ordinances, regulations, plans, specifications, contract documents, and safety standards.
- Annually inspects, tests, and repairs all Marion County Utilities owned Backflow Prevention Assemblies to ensure proper operations and compliance.
- Coordinates with engineers and contractors from project implementation to completion to ensure compliance with the County's Cross Connection Control Program and FDEP regulation.
- Coordinates construction and installation deficiency corrections with plumbers, contractors and business/property owners.
- Routinely schedules inspections and tests, reviews plans, resolves conflicts, and coordinates with MCU Engineering, Operations, Billing, Marion County Building, OCE - Public Works, Code Enforcement, Fire Marshall, and other Departments.

- Acts as field liaison for permitting on issues related to Backflow Prevention in the permitting process.
- Conducts initial inspection at all jobsites prior to meter placement.
- Conducts final inspection of all backflow prevention assemblies and accepts/rejects repairs or installations, prior to issuance of Certificate of Occupancy.
- Inspects residential and commercial well disconnections prior to delivery of potable water service.
- Ensures that commercial water uses comply with Marion County and the State of Florida backflow regulations.
- Ensures that commercial utilities customers are properly notified of and in compliance with annual backflow certification test requirements through email, letters, phone calls, and site visits.
- Investigates and resolves user complaints.
- Meets with customers on requiring compliance for backflow preventers.
- Inspects all backflow prevention assemblies for unauthorized work, use, or connection and takes appropriate corrective action. Must be aware of and actively looks for evidence of biochemical hazards.
- Provides education to the public, including developers, contractors, builders, and engineers to ensure contract documents are in conformance with federal, state, and county regulations, ordinances, policies, specifications, and safety standards.
- Prepares reports, completes forms, and prepares letters to contractors and customers to document inspections and findings.
- Creates and maintains a continuous census/database of all exterior backflow prevention assemblies in the county pertinent to MCU distribution systems.
- Attends training, maintains state certification, reviews and updates policy and specifications when applicable.
- Investigates illegal connections where the customer is using an alternative water source.

ESSENTIAL PRETREATMENT JOB FUNCTIONS

- Ensures restaurants pump their grease traps at the required frequency, which involves tracking manifests, visiting facilities, and communicating with haulers.
- Updates applicable database to track acquired information and data.
- Performs routine inspections of grease traps.
- Issues notices of violations (NOVs) for instances of non-compliance.
- Performs annual inspections of significant and categorical industrial users (SIUs/CIUs).
- Reviews analytical reports submitted by SIUs and CIUs and enters and tracks data on a spreadsheet.
- Performs required annual sampling events at SIU facilities, wastewater treatment plants, and any other sites that becomes problematic.
- Works with new restaurant owners to ensure compliance with the requirement of having a grease trap, which involves education relating to the process of obtaining a certificate of occupancy.
- Reviews utility plans for car washes and restaurants to ensure they are installing approved pretreatment devices.

CROSS CONNECTION CONTROL & PRETREATMENT COORDINATOR

- Issues pretreatment discharge permits.
- Serves as the primary point of contact for all restaurant owners and SIUs/CIUs for answering any pretreatment related questions.
- Serves as a liaison between the county and the Florida Department of Environmental Protection (FDEP).
- Completes and submits state required reports to maintain compliance with the pretreatment regulations.
- Accompanies the FDEP during program inspections and responds to any audit findings.

ESSENTIAL COMBINED JOB FUNCTIONS

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, mail, email, or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position occasionally functions as a lead worker for a small group of employees (8) in the absence of a designated supervisor. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent; and five (5) years' experience in the construction, inspection, and/or operation of Wastewater Treatment; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Florida Backflow Assembly Testing and Repairing licenses within six (6) months of appointment.
- Industrial Pretreatment A license within one (1) year of appointment.

Stipend: A \$25 per week stipend will be provided for every license/certification obtained above and beyond what is required. The licenses/certifications must relate to the job functions.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write routine reports and business correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of tools, parts, supplies, and related materials used in the preventive care, refurbishment, and repair of equipment.
- Knowledge of Microsoft Word, Excel, and Outlook.
- Knowledge of the practices and methods of equipment mechanics.
- Skills in organization and task prioritization.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to access, input, and retrieve information from Asset Management Systems.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and smell; will regularly stand and walk; and will frequently be required to use hands to finger, handle or feel, reach with hands and arms, talk, or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this position, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, fumes or airborne particles, and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*