

## **Cross Connection Control Director**

**Title:** Cross Connection Control Director

**Date:** April 09, 2019

**Job Analyst:** Operations Manager

**FLSA Status:** Exempt

**Department:** Operations

**Pay Range:** Pay Band IV

**Reports to:** Operations Manager

**Direct Reports:** None

**Does this position have access to sensitive confidential information?** Yes

**Does this position include access to, or handling of WCSA funds?** No

**Does this Position Make Decisions That Impact Public Health?** Yes

**Does this position make decisions that impact environmental health?** Yes

**Background check required?** Criminal, Physical and DMV

### **Job Summary**

Performs complex technical and administrative work in the management of WCSA programs related to:

- Cross Connection Control & Back Flow Prevention;
- Fats, Oils and Grease (FOG) abatement; and
- Water and waste water quality advisement in accordance with federal, state and/or WCSA regulations.

Produces and oversees distribution of WCSA's annual water quality report.

Responds to customers' concerns/questions regarding water or waste water quality.

Participates in the identification, inspection and monitoring of regulated industrial discharges.

Develop and implement Environmental Management Systems Program similar to ISO (international standards organization) standards.

Prepares educational and informational material for the WCSA website, newsletters and media releases regarding all environmentally related programs as needed and under WCSA policies.

Conducts training of both internal and external customers with respect to WCSA's environmentally related programs.

## Duties and Responsibilities

Dimension	Task
Cross Connection and Back Flow Prevention	<p>Executes Cross Connection Control &amp; Back Flow Prevention Policy as approved by VDH and WCSA Board of Commissioners</p> <p>Provide Complete Monthly Status Reports aligned with WCSA's Approved Cross Connection Back Flow Prevention Policy.</p>
Fats, Oils and Grease (FOG)	Develop and Gain Approval of WCSA FOG Policy. Then execute per the approved Policy.
Water/Waste Water Quality	<p>Prepare and oversee the generation and distribution of WCSA's Annual CCR.</p> <p>Oversee, review, interpret and distribute internally various water/waste water quality data provided by WCSA production facilities on a monthly basis.</p> <p>Provide internal review of external audits and assist with Action Items</p> <p>Assist with developing Standards, Training on Standards and Standardized Audits</p> <p>Responds to customers' concerns/questions regarding water/waste water quality</p>
Environmental Management System	<p>Develop program which aligns with WCSA Strategic Vision and Plan. Which may include setting an ISO compliant and registration goal.</p> <p>Review all nonconformance resulting from all internal/external audits. Assist in tracking and implementing countermeasures.</p>
Training and Community Support	<p>Understand internal and external information gaps, develop training materials and conduct training to fill these gaps</p> <p>Serve as community liaison to support WCSA's Environmentally Related programs.</p>

### **Support:**

- All Departments (Customer Service, Maintenance, Water Production, Wastewater Treatment, Distribution, Meter, Engineering, Accounting and Administration Departments)
- Strategic planning.
- Utility-wide standards development, training, certification, auditing and failure analysis

### **General:**

- Able to establish and maintain effective working relationships with co-workers, officials, consultants, contractors, developers and the general public.
- All press conferences, statements, releases, interviews, or any other official communications bearing WCSA's name, logo, seal or data shall not be made or granted by an employee pertaining to the business of WCSA without the prior knowledge and approval of the General Manager. The General Manager is the media contact for WCSA.
- Other duties as assigned.

### **Required Experience and Education**

- Bachelor's Degree (E).
  - 10-years of on-the-job training at the Authority or another employer deemed equal by the Authority may be a substitute for a Bachelor's Degree.
  - Bachelor of Science Degree in Engineering, Chemistry or Environmental Sciences
- A valid driver's license.
- Experience Conducting Training and Brainstorming

### **Job Complexity:**

- A. Development, knowledge, interpretation and application of established policy, standard operating procedures, regulations, mission, vision and goals of the organization (G).

### **Safety of Self and Others:**

- Position routinely works in an environment where hazards are considerable and considerable care of the safety of others is required. If an accident were to occur, significant loss is possible (D).

**Physical Demands:**

- Sitting
- Walking
- Standing
- Bending neck
- Twisting neck
- Bending waist (forwards or sideways)
- Twisting waist
- Squatting (crouch or sit on one's heels)
- Climbing (ladder, in/out of ditch, in/out of equipment)
- Kneeling
- Crawling
- Repetitive right hand movement
- Repetitive left hand movement
- Repetitive both hand movement
- Simple grasping right hand
- Simple grasping left hand
- Simple grasping both hands
- Power grasping left hand
- Power grasping right hand
- Power grasping both hands
- Pushing/pulling right hand
- Pushing/pulling left hand
- Pushing/pulling both hands
- Fine manipulation right hand
- Fine manipulation left hand
- Fine manipulation both hands
- Reach above the shoulder
- Reach below the shoulder
- Lift or carry items weighing up to 26 - 50 lbs.
- Lift or carry items weighing up to 51 - 75 lbs.
- Driving
- Repetitive right foot movement
- Repetitive left foot movement
- Repetitive both feet movement

**Environmental Demands:**

- Extreme cold (below 32 F)
- Extreme hot (above 100 F)
- Noise (need to shout in order to be heard)
- Exposure to dust/gas/fumes/chemicals
- Walking on uneven ground (gravel, rocks, mounds)
- Working around moving machinery (backhoe, excavator, fork-lift, tractor)
- Personal Protective Equipment required (respirator, mask, earplugs, gloves, eyewear, safety shoes)
- Potential exposure to infectious disease

**Mental Demand:**

- Highly diversified and complex job requiring exceptional concentration and exacting mental effort and alertness (D).

**Latitude:**

- Work independently on broad / general assignments with responsibility of all aspects of the work. Reports progress to supervision at determined intervals. Once approved by management, may involve routine presentation to the Authority Board of Commissioners (F).

**Accuracy:**

- Probable errors may affect broader aspects of organizational relations or public relations and have far-reaching effects on organizational prestige. Results of errors usually of major importance, although may be mitigated in some instances by immediate action of management (F).

**Certifications and Licenses: Have or Able to Obtain**

- Cross Connection/Back flow Prevention DPOR Certification
- OSHA General
- OSHA 10
- Water Operator Class 5

## Policies, Regulations, Acts and Law

### Administer the:

- Standards to be developed by WCSA
- WCSA Cross Connection Control and Backflow Prevention Policy
- WCSA Procurement Guidelines
- WCSA By-Laws
- Virginia Waterworks Regulations
- Virginia Sewer Collection and Treatment Regulations
- General Laws governing all Virginians
- Virginia Water and Waste Authorities Act
- Virginia Conflicts of Interest Act
- Virginia Public Procurement Act
- Library of Virginia – Records Retention/Disposal

### Comply with:

- WCSA Personnel Policies and Procedures Manual
- WCSA Construction Standards
- WCSA Sewer Use Rules and Regulations
- Washington County Code, Chapter 63 - Utilities
- WCSA Procurement Guidelines
- WCSA By-Laws
- Virginia Waterworks Regulations
- Virginia Sewer Collection and Treatment Regulations
- General Laws governing all Virginians
- Virginia Water and Waste Authorities Act
- Virginia Conflicts of Interest Act
- Virginia Public Procurement Act
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## Hours

- Work is both indoors and outdoors in all kinds of weather. Current regular work hours are 7:00 AM to 3:30 PM, Monday through Friday, but work hours may be changed from time-to-time. Moreover, due to the nature of operating water and wastewater systems, afterhours work may be necessary from time-to-time, and therefore the position is expected to be available after the end of the shift when required. Having personnel available to address emergencies is also important and therefore being available for and responding to emergencies is a requirement of the position. A flexible schedule is also available subject to the terms and conditions agreed to by the supervisor.

**Employee Approval:**

By signing below, I accept and approve this job description.

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Name:

**Supervisor Approval:**

By signing below, I accept and approve this job description. Further, I accept the responsibility to compliment the team member when they do a good job and gently explain to them when and if they move off course (performance or behavior issue).

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Name: