



HUMAN RESOURCES DEPARTMENT  
**CITY OF FRISCO**  
**POSITION DESCRIPTION**

<b>TITLE:</b>	<b>Backflow Inspector</b>	<b>LAST UPDATED:</b>	January 19, 2016
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Senior Backflow Inspector	<b>FLSA DESIGNATION:</b>	Non-exempt

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**Summary:** Under general supervision of the Senior Backflow Inspector, the Public Works Backflow Inspector performs a variety of tasks in support of the utility function including backflow inspection, reviewing and verifying plans and specifications for installation and maintenance of backflow devices; and compiling reports of annual testing by contractors as well as written notifications to businesses and home owners for required testing of backflow devices.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Reviews and evaluates specifications and drawings as needed.
- Attends and participates in public services meetings including pre-construction meetings, and meetings with customers as needed.
- Conducts site inspections in order to assure commercial businesses are code compliant and their backflow devices are inspected and in working order.
- Compiles reports and databases for all inspections.
- Establishes and maintains working contact with customers and contractors; answers questions and provides information to the public, city staff, contractors and customers.
- Prepares, reviews and updates a variety of reports including daily inspection logs and code compliance files.
- Work closely with the construction engineering and building inspection divisions to assure inspection reports are completed.
- Maintains TCEQ required inspection reports.
- Prepares written notifications to businesses and home owners for required testing of backflow devices.
- Prepares necessary ordinances for adoption by City Council as required.

**Other Important Duties:**

- Travels to construction sites, meetings, conferences and training.
- Performs other related duties as assigned.
- Appears in court and testify as necessary on code enforcement violations.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of construction project management techniques.
- Knowledge of construction materials and supply plan specifications and standards.
- Knowledge of civil construction methods, practices and procedures.
- Knowledge of customer service practices and procedures.
- Knowledge of computers and related equipment, hardware and software.

- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in inspecting, reviewing, evaluating, and modifying construction plans.
- Skill in using measuring instruments, probes and hand excavation tools.
- Skill in analyzing technical reports for compliance with material specifications.
- Skill in resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- High School Diploma or G.E.D., **and** 1-2 years Backflow Inspection experience.
- Must Backflow Protection Assembly Tester (BPAT), from the Texas Commission on Environmental Quality is required at time of employment.
- A Customer Service Inspection Certification must be obtained within one year as a condition of continued employment.
- Must pass a pre-employment drug screen, criminal background check, MVR check and physical agility assessment.
- Must possess valid Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking over rough terrain, bending, reaching, kneeling or climbing ladders into trenches or up on heavy equipment when inspecting or monitoring franchise utility construction sites.
- May be subject to exposure to extreme weather conditions, hazardous materials and chemicals, heavy construction equipment, moving traffic, confined spaces, heights, air and water borne pathogens.
- Must be able to lift up to 50 pounds.

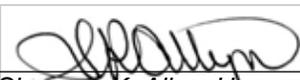
**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, cellular telephone, heavy equipment, hand and power tools, and department vehicles.

*Approved By:*

Signed BY Dan Franke, Senior Civil Engineer  
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 Dan Franke, Senior Civil Engineer

04/07/2015  
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 Date

  
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 Shannon K. Allyn, Human Resources Generalist

04/07/2015  
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 Date