



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Senior Backflow Inspector **LAST UPDATED:** 02/06/2014
DEPARTMENT: Public Works **JOB CLASS:**
REPORTS TO: Senior Civil Engineer **FLSA DESIGNATION:** Non-exempt

Summary: Under general supervision of the Senior Civil Engineer for Public Works, the Public Works Senior 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 to ensure projects meet or exceed City standards. Compiles reports of annual testing by contractors, as well as written notifications to businesses and home owners for required testing of backflow devices. Supervises assigned staff.

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:

- Assists Senior Civil Engineer with administrative duties in the daily operation and supervision of Backflow Inspectors which includes assigning and reviewing projects, backflow inspections, customer service inspections(CSI), CSI audits and supervising assigned staff.
- Assists with selection process, supervision, training, counseling, discipline and performance evaluations and on-the-job training of Backflow Inspection staff.
- Provides lead technical backflow inspection guidance to backflow inspectors, assigned staff and contractors.
- Reviews and evaluates specifications and drawings prior to pre-construction as needed.
- Attends and participates in public services 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 when necessary.
- 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.
- Provides project status updates and reviews to Senior Civil Engineer and other staff as necessary.
- Prepares narrative and written technical reports related to backflow inspection sites and inspections.
- Work closely with the construction engineering and building inspection divisions to assure inspection reports are completed.
- 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 backflow or 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 analyzing technical reports for compliance with material specifications.
- Skill in enforcing applicable Federal, State and City construction codes and ordinances.
- Skill in mediating differences among contractors, developers, and inspectors.
- Skill in effectively leading and delegating duties to assigned staff.
- 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** four (4) years of progressively responsible experience in water distribution, backflow, repair, **or** equivalent combination of education and experience.
- Must possess and maintain Class C Distribution certification and a Backflow Protection Assembly Tester (BPAT), from the Texas Commission on Environmental Quality.
- Must possess and maintain Customer Service Inspection (CSI) Certification.
- 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, testing equipment and department vehicles.

Approved By:

Signed by Dan Franke, Senior Civil Engineer

Dan Franke, Senior Civil Engineer

02/10/2014

Date



Shannon Allyn, HR Generalist

02/10/2014

Date