

**Job Title:** Water Protection Specialist

**Location:** Surface Water Treatment Plant

**Department:** Water Treatment & Compliance

**Job Status:** Full-Time

**Reports To:** Water Production Supervisor

**Job Grade:** 401

**Pay Status:** Non-Exempt

**Date Created/Updated:** 3/9/2023

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### Position Summary

The Water Protection Specialist works under general supervision and is responsible for protecting NBU's Public Water System from contamination by reviewing plans, inspecting residential and commercial development, interpreting complex water protection regulations, and maintaining a program to enforce applicable federal, state, and local regulations that govern backflow prevention devices, cross connections, auxiliary and reclaimed water systems, and private fire hydrant and protection systems.

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### Essential Duties & Responsibilities

#### CUSTOMER SERVICE INSPECTIONS

- Assists in the management of NBU's contractors responsible for performing CSIs on new connections
- Performs Customer Service Inspections when required
- Ensures NBU's CSI program meets all regulatory requirements
- Participates in public outreach efforts and training
- Identifies areas of non-compliance and recommends enforcement strategy when required

#### BACKFLOW ASSEMBLIES

- Inspects and ensures that all backflow assembly installations meet regulations and manufacturer's specifications
- Ensures that all NBU-owned backflow assemblies are tested and maintained at the required interval
- Ability to assemble, disassemble, repair, maintain, and clean backflow assemblies
- Inspects hoses or cross connections from fire hydrants, irrigation systems, or other hazards
- Meets with contractors, testers, or other personnel to ensure all backflow assemblies are installed and tested properly
- Identifies areas of non-compliance and recommends enforcement strategy when required

#### DOCUMENTATION AND REPORTING

- Assists in the managing the process for ensuring NBU is compliant with all regulations related to tester qualification, instrument calibration, test reports, customer notifications of testing requirements, and all other applicable information
- Ensures reports for Customer Service Inspections and Backflow Prevention Tests are documented correctly in NBU's software management system
- Provides input into the development of pertinent policies, standards, and ordinances
- Assists in the administration of NBU's Backflow Policy
- Participates in regulatory audits when necessary

#### GENERAL RESPONSIBILITIES

- Maintains regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adheres to NBU safety guidelines and practices at all times and in all situations
- Maintains a clean and safe work area, office, field site and vehicle as applicable
- Develops & maintains effective customer service skills for communications with co-workers, customers and

the public in general

- Maintains strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adheres to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Participates in and supports initiatives to reach annual NBU Performance Measures

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### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: Three Years or More

Other: [Click or tap here to enter text.](#)

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### Certification and Licensures Requirements

- A valid Class C Texas Driver's License is required to operate a company vehicle.
- TCEQ Backflow Assembly Tester License (BPAT)
- TCEQ Customer Service Inspector License (CSI)

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### Other Minimum Qualifications

- Experience in any public water system is recommended
- TCEQ Water Operator License is recommended
- TCEQ Landscape Irrigation Inspector License (II) is recommended
- TCEQ Licensed Irrigator (LI) is recommended

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### Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other Software Knowledge

[Click or tap here to enter text.](#)

### Experience with Machines, Tools, Equipment and Other Work Aids

Fax Machine, Copier, Scanner, Test Gauge, Hand Tools, Motor Vehicle, Telephone, Computer

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### Physical Demands

**Standing:** Frequently

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

**Fine Dexterity:** Frequently

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

**Walking:** Frequently

- To Other Departments/Office/Office Equipment
- Around Worksite

**Carrying:** Rarely

- Supplies
- Equipment
- Files

**Sitting:** Frequently

- Desk Work
- Meetings
- Driving

**Reaching:** Occasionally

- For Supplies
- For Files

**Handling:** Constantly

- Paperwork
- Monies

**Kneeling:** Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

**Pushing/Pulling:** Rarely

- File Drawers
- Equipment
- Table and Chairs
- Hose

**Climbing:** Never

- Stairs
- Ladder
- Step Stool
- Onto Equipment

**Vision:** Constantly

- Reading

- Computer Screen
- Driving
- Observing Worksite

**Foot Controls:** Occasionally

- Driving
- Operating Heavy Equipment
- Dictaphone

**Balancing:** Never

- On Ladder
- On Equipment
- On Step Stool

**Bending:** Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

**Crouching:** Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

**Crawling:** Rarely

- Under Equipment
- Inside Attics/Pipes/Ditches

**Hearing:** Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

**Twisting:** Frequently

- From Computer to Telephone
- Getting Inside Vehicle

**Talking:** Frequently

- Communication Via Telephone/Radio/To-Co-Workers/Public

**Other:** Click or tap here to enter text.

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## Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** [Click or tap here to enter text.](#)

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**Primary Work Environment:** Office Environment

Other: Outdoor / Field

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## Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

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## Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** [Click or tap here to enter text.](#)

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## Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date