



## **UTILITY SYSTEMS AND CROSS CONNECTION CONTROL MANAGER**

### **CLASSIFICATION SPECIFICATION**

**\$6,898-\$10,807 MONTHLY**

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

#### **JOB SUMMARY**

Works under general direction to plan, coordinate, and administer the District's asset management software and digital tools in support of the distribution and customer service, and engineering departments. This position is responsible for ensuring accurate data tracking, maintaining asset records, supporting departmental operational needs, oversees cross-connection control and related compliance with state and local regulatory. May support field reporting requirements, including the preparation and submission of mandated annual reports. The role ensures compliance with the District's cross-connection and backflow prevention programs, supporting internal accountability and external reporting requirements. Performs a variety of technical, analytical, and administrative functions with a focus on data quality, software utilization, and interdepartmental coordination. Performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Utility Systems and Compliance Manager is a management-level position responsible for the implementation and administration of digital platforms used by the District to track physical and customer service-related assets. This position is distinguished from technical field roles in that it primarily supports data governance, system management, and compliance tracking, working across departments to enable efficient and compliant operations. The role also serves as the primary data administrator for GIS, field-related software, and backflow and cross-connection systems, ensuring programmatic compliance and audit readiness.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Utility Systems and Compliance Manager is supervised by the District Manager and Assistant District Manager.

This position supervises the recovery project coordinator, and does not supervise field staff directly but may provide training, guidance, or data support to departmental staff using asset systems.

## **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Administers the District's digital asset management platforms and related software used by the distribution and customer service departments.
- Administers the District's Cross-Connection Control Program.
- Supports tracking and reporting of all District assets, including maintenance histories, locations, and operational status.
- Develops, monitors, and enforces protocols for asset data entry, integrity, and consistency across platforms.
- Works closely with department leads to ensure asset management tools meet field and customer service needs.
- Coordinates the preparation and submission of cross-connection control annual and regulatory reports to ensure compliance with local and state agency requirements, and supports other departmental reporting and compliance related to the GIS and District asset management systems.
- Maintains awareness of relevant state regulations related to system assets, and cross-connection, and backflow prevention program requirements.
- Provides technical support and troubleshooting for asset software users.
- Administers training programs related to use of asset management software and digital tools.
- Evaluates system performance and recommends updates or improvements.
- Creates dashboards, data extracts, or reports for internal and external stakeholders.
- Regularly coordinates with IT and outside vendors to manage software updates, licenses, and integrations.

- Assists in the implementation of GIS, GPS, and mobile field solutions tied to asset tracking.
- Performs related duties and special assignments as directed.

**Knowledge of:**

- Principles and practices of digital asset management and enterprise resource planning systems.
- Computer hardware and software relevant to asset management, including GIS, CMMS, work order systems, and data visualization tools.
- State and local regulations related to water infrastructure reporting, cross-connection control, backflow prevention, and operational transparency.
- Modern office methods, procedures, and documentation best practices.
- Principles of cross-functional collaboration and data governance.

**Ability to:**

- Collaborate effectively with all departments and staff to define system needs.
- Evaluate and improve digital workflows and data input protocols.
- Prepare relevant compliance documentation and ensure timely, accurate reporting.
- Train employees in use of digital systems and tools.
- Express information clearly and professionally to various audiences.
- Use a variety of digital and technical systems, including GIS platforms, work order systems, spreadsheets, and databases.
- Maintain consistent data accuracy across systems.

**DESIRED QUALIFICATIONS****Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

Four (4) years of increasingly responsible experience in water meter installation and repair, including at least one year in a supervisory capacity.

**Required License, Certificate or Training:**

- Driver License: Possession of a valid appropriate California driver's license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possess or acquire within one year, a State of California, Department of Water Resources Distribution Operator Certification Grade D-2. Backflow Prevention Assembly Tester, Cross Connection Control Specialist provided by the American Water Works Association.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 25% of work time spent outside of a building and exposed to the sun.
- Uses various forms of office equipment.
- Works inside an office environment at a desk for extended periods of time.
- Occasionally works in outdoor environments with extreme heat and or extreme cold.
- May be required to work in inclement weather.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Exposed to slip, trip and fall hazards.
- Works in or around areas with minor amounts of dust
- Chemicals: Some exposure to cleaning solutions and chemicals.
- Periodically walks on uneven terrain.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Operates District vehicles.
- Stoops, kneels, crouches, crawls, and climbs.
- Sit or stands for extended time periods.
- Must be able to carry, push, pull, and lift parts and equipment weighing up to 60lbs.
- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date:
- Approval/Adoption date: August 2025