

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – CUSTOMER SERVICE & COMMUNITY OUTREACH – LOCATION – 330 WENTWORTH ST. N.)

BACKFLOW PREVENTION OFFICER – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor of Meter Operations and Cross Connection Control the officer will assume responsibility for the implementation, enforcement and ongoing management of the Water Backflow Prevention and Cross Connection Control program and bylaw for the City of Hamilton's water distribution system, including inspection, approval and administrative processes.

GENERAL DUTIES

Proactively attends properties and construction sites to perform inspections and enforce the Backflow Prevention By-law 10-103.

Investigating observed by-law related issues and/or actual/potential violations to proactively enforce by-law requirements

Taking appropriate action based on investigative results, policies and procedures including issuing orders, tickets and summonses.

Identifying and making recommendations for management approval where enforcement includes consideration of other relevant factors such as evidence presented, history and timeframe for compliance.

Preparing, collecting and giving evidence in court and/or in Council and committee meetings.

Maintaining paper and computerized records for investigations, interviews and inspections such as investigations notebook.

Reviews, approves and processes backflow prevention device installation, cross connection control survey forms and maintenance applications from customers.

Conducts outreach and education to customers and City staff with respect to the water backflow prevention and cross connection control program and by-law.

Monitors the program and reports on its success and effectiveness on a regular and ongoing basis. Makes recommendations for improvements and changes to the program and by-law regularly.

Ensures regulatory compliance with legislation such as the Ontario Drinking Safe Drinking Water Act, O. Reg. 170/03, the Ontario Occupation Health and Safety Act and consistent with the City of Hamilton policies and procedures

Ensures that summary reports are produced on time, that the data is protected and readily available.

Acts as Divisional/City Representative on interdepartmental and external stakeholder committees and projects.

Represents the City on various technical committees and participates on industry committees such as Ontario Water Works Association Backflow Prevention committee

Conducts research with respect to backflow prevention and cross connection control technologies and devices and develops changes to the program as necessary.

Develops and maintains reports for the purpose of advising senior management on the effectiveness and success of the program and creates presentations as required.

Assists in the implementation of strategies to improve effectiveness and efficiency. Sets above average standards, leads by example and functions as mentor to staff.

Possesses a demonstrated record of technical competence, a high level of personal integrity, customer focus, team advocacy, and is an excellent communicator.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated experience in enforcing Municipal by-laws, issuing orders, tickets and summonses.
2. Ongoing employment in this position is contingent upon the successful completion of the Part I - Municipal Law Enforcement Foundations course within the first six months of entering the position. Advance courses would be an asset.
3. Proven knowledge of the theories and practices of backflow prevention normally acquired by attaining a diploma or degree in a relevant discipline or an equivalent combination of education and relevant work experience.
4. Demonstrated experience working with water distribution systems and or plumbing systems. Preference will be given to candidates who possess a certificate of completion in a recognized course in water backflow prevention and cross connection control.
5. Preference will be given to candidates with experience working with water backflow prevention and cross connection control by-laws.
6. Working knowledge of computer software applications (Microsoft Office) for desk top and analytical purposes.
7. Preference will be given to those with experience in Health and Safety legislation, Safe Drinking Water Act and associate regulations, Building Code and other related programs.
8. Demonstrated ability to work with internal and external stakeholders in implementing/administering programs
9. Effective leadership, communication, presentation, interpersonal and organizational skills.
10. Ability to deal effectively with management, clients, peers, staff and the general public.
11. Thorough knowledge and understanding of methods, statutes, regulations and by-laws affecting the department/section.
12. Demonstrated ability to conduct investigations/inspections including the preparation of written reports, briefs, evidence and other related documents and correspondence.
13. The ability to act in a confident and professional manner under stressful situations, including providing evidence in court, and responds promptly to customer needs.
14. Knowledge of the Ontario Building Code would be an asset.

15. Must possess a valid class "G" Driver's License.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Police Information Check, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.