



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **FOG/Cross-Connection Coordinator**

### **General Statement of Duties**

Performs Town of Selma's Backflow, cross-connection, and FOG programs.

### **Distinguishing Features of the Class**

An employee in this position will administer the Town of Selma's backflow and cross connection, and Fats, Oils, and Grease (FOG) programs. Ensure all federal and state codes and local ordinances are followed. Prepares and mails monthly backflow prevention test notices and grease trap cleaning notices. Keep track of all reports turned in by customers. Employee will also work as part of a team engaged in the maintenance of sewer lines, maintenance and repair of water lines and meters. Work involves significant public contact, knowledge of the water and sewer systems, customer service, identifying problems, responding successfully to water leaks, meter malfunctions, sewer clogs, and other similar customer service issues. Work also requires maintenance and repair of water and sewer pumping stations. Employee is subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as working in heavy traffic, loud noises, vibration, moving mechanical parts, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is subject to the final OSHA standards on blood borne pathogens. Employee is also subject to on-call and call-backwork.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Track and maintain inventory of all backflow preventers connected to the city's water distribution system.
- Development and implementation of backflow and cross connection program.
- Implementation of the Fats, Oils, Grease (FOG) program.
- Make regular visits to sites that require checks for backflow and FOG.
- Contact customers to ensure compliance with backflow device requirements and ensure appropriate repairs are made as needed.
- Send initial notices, follow-up notices, and final notices to owners of backflow devices for annual testing and maintain records of them.
- Send notices of grease traps to be cleaned and maintain records of them.
- Assists the crew on the maintenance and repair of water and sewer lines, meters, hydrants, valves, and other apparatuses; makes water and sewer taps.
- Inspects, maintains, and repairs water and wastewater pumps; makes mechanical, plumbing, and electrical repairs.
- Inspects, takes readings, backwashes filter, and adjusts chemical feed at wells and water plant; maintains records of work activities; take samples; performs standard tests.
- Installs, inspects, replaces, locates, reads, tests, disconnects, and changes out residential and commercial water meters.
- Operates a specialized truck to remove sewer blockages with a water pressure jet, automated rodding machine, or vacuum pumping apparatus; enters manholes to clean out obstructions following confined space entry requirements.
- Operates construction equipment including back hoes, excavators, and loaders to dig, load dump trucks or for other purposes.
- Locates water and sewer lines and marks them for other utilities and various construction projects; receives location requests through fax machine; locates and marks water and sewer lines.
- Operates video camera to inspect sewer lines for inflow and infiltration problems.
- Stocks and maintains assigned trucks and equipment.

- Maintains accurate databases, files, prepares daily logs and other records.

#### Additional Job Duties:

- Performs other tasks as required.

#### **Recruitment and Selection Guidelines**

#### Knowledge, Skills, and Abilities:

- Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of water and sewer lines and appurtenances.
- Considerable knowledge of the hazards associated with working around raw sewage and other work hazards and the associated safety precautions.
- Considerable knowledge of a variety of maintenance and manual methods and tasks involved in assigned work.
- Working knowledge of the municipal water and sewer customer service policies and procedures.
- Working knowledge of the application of information technology to the work.
- Knowledge of mechanical, plumbing, and electrical maintenance and repair of pumping stations.
- Some knowledge of well water plant operations and testing.
- Skill in customer contact and customer service.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
- Ability to operate assigned equipment including back hoes, loaders, and dump trucks.
- Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.
- Ability to keep accurate detailed records.

#### Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.
- Must possess the visual acuity to keep records, inspect small parts and assemble them, read gauges, and operate a truck in a safe manner.

#### Desirable Education and Experience:

- Graduation from high school or equivalent
- Considerable experience in related utility maintenance and repair work; or an equivalent combination of education and experience.
- Experience working with computers and various software programs.

#### Special Requirements:

- Possess or have the ability to obtain a valid Class B North Carolina Commercial Driver's License within six months of hire.
- Possess or have the ability to obtain collection system operator Level I certificate and/or distribution system operator Level C certificate and/or Well Operator Grade C within one year of hire.
- Possess or have the ability to obtain North Carolina Water Treatment Facility Operator Cross-Connection Control System Certification.

The salary for this position is \$41,418-\$64,470. The hiring range is \$41,418-\$45,487, which is a Grade 14. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.