



Board of Public Utilities City of Cheyenne, Wyoming

WATER CROSS-CONNECTION CONTROL TECHNICIAN

Division:	Operations & Maintenance	Class Code:	3520
Revised Date:	September 2025	FLSA Status:	Non-Exempt

GENERAL PURPOSE:

Performs skilled work in the implementation and administration of the Board of Public Utilities (BOPU) Cross-Connection Control program; performs work of Meter Maintenance Technician as needed to meet workload demands.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the Board's vision and values at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Uses computer software for reporting, tracking and analysis of installed backflow assemblies.
- Ensures program compliance with Wyoming Department of Environmental Quality (WDEQ) and Environmental Protection Agency (EPA) regulations, and BOPU policies and standards.
- Coordinate and schedule appointments for the cross-connection control testing program and for backflow prevention devices within the BOPU jurisdiction, to protect the safety of the potable water system.
- Provides field presence for BOPU in the performance of cross-connection field inspections, performs field surveys of facilities to determine degree of hazard and identify cross-connections; responds to calls related to bad water quality, indicating a possible cross-connection event.
- Maintains records of daily work schedule, backflow repair and maintenance, new construction information, and field inspections; responds to administrative and supervisory requests to field verify data and perform corrective actions; updates and maintains information in the maintenance management program; reviews and updates BOPU specifications for backflow prevention; provides reporting for management as requested.
- Acts in a customer service role by responding to requests for technical and general program information.
- Performs scheduled and unscheduled repairs, testing, and maintenance on backflow prevention devices; verifies that equipment functions meet specifications and technical codes; monitors and implements enforcement of the hydrant meter program.
- Assists in training for employees, field workers and city personnel in the requirements of the backflow prevention program and in the use of specialized tools, equipment, and work methods.
- Performs duties of Meter Maintenance Technician as needed to meet workload demands.
- Follows all safety rules and regulations, and closely follows verbal and written instructions, reports safety hazards, equipment problems, security issues and emergency situations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High School diploma or GED equivalent; AND three years' experience in the repair, maintenance, and operation of backflow prevention assemblies; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Driver's license valid in Wyoming with good driving record.
- Must pass Level 1 Distribution Systems Operator test from Wyoming Department of Environmental Quality (WDEQ) within one year of hire.
- Must obtain Cross-Connection control and backflow prevention testers license from the American Society of Sanitary Engineers (ASSE) or the American Backflow Prevention Association (ABPA) within two years of hire.
- Must obtain Level 2 Distribution Systems Operator Certification from Wyoming Department of Environmental Quality (WDEQ) within three years of hire. Upon receiving certification and a recommendation by the Division Manager, employee will be eligible for a 5% certification pay increase.
- Must obtain Surveyors Certificate License from the American Society of Sanitary Engineers (ASSE) or the American Backflow Prevention Association (ABPA) within four years of hire.
- Depending on the needs of the BOPU, other job specific training and certifications may be required.

Required Knowledge of:

- Practices, procedures, equipment, and systems related to cross-connection and backflow prevention.
- Federal, state and city rules and regulations related to backflow prevention.
- Operational characteristics and methods used to install, inspect, test, and repair backflow assemblies.
- Methods and standards for maintaining and repairing water and wastewater components and controls.
- Customer service standards and protocols.
- Computer applications, operation, database management, and standard report generation.
- Tools and equipment used in water utility system maintenance and repair procedures.
- Safe work practices, occupational hazards and safety precautions.

Required Skill in:

- Understanding and interpreting engineering drawings, blueprints, technical manuals, and specifications.
- Testing and maintaining backflow prevention devices according to standard operating procedures.
- Effectively diagnosing repair problems on backflow prevention devices.
- Maintaining accurate service records, logs, and databases.
- Using specialized tools and equipment to perform skilled repair work.
- Making operating adjustments and repairs to water and wastewater equipment and components.
- Reading and interpreting gauges and recording devices.
- Following safe work practices.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with employees, commercial business representatives and the general public.
- Effective verbal and written communications.
- Operating a personal computer utilizing specialized software and accurately entering information into a computer system.

WORKING CONDITIONS

Work Environment: Works both indoors and outdoors with exposure to all weather conditions, noise, fumes, and chemicals; work may be performed in a confined space; frequent travel to offsite locations for field work, inspections, repair work, and to provide public assistance.

Physical Demands: Light to moderate physical work depending upon assigned function; may require ability to lift and carry 50 pounds, push 75 pounds, and pull 100 pounds; occasionally performs activities requiring a full range of body movement including climbing, balancing, bending, stooping, kneeling, and crouching; hand/eye and hand/foot coordination for operation of computer, tools, equipment, and vehicles; vision to read manuals, use computer, record data, repair and assemble devices, and to monitor and observe instruments and gauges; hearing/listening for understanding normal conversation, troubleshooting machine operation and hearing warning signals; speech and communication needed to provide technical information and communicate with employees and the general public.