

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Back-Flow Technician	Wage/Hour Status:	Nonexempt
Reports To:	East Cluster Manager	Pay Range:	47B
Dept./School:	Facility Services	Date Revised	09/10/18

PRIMARY PURPOSE:

Perform all authorized and related tasks involved in performing annual tests on backflow prevention devices including needed repairs or replacements and performing continual facility inspections to prevent cross connections. Must be able to submit test reports to all municipalities that have a Plano ISD facility in their jurisdictions.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Valid Texas Driver's License
- Driving record that is insurable with PISD insurance carrier
- State certification as a Backflow Prevention Tester
- State Plumbing license as a Journeyman or Master (preferred)

Special Knowledge/Skills:

- Working knowledge of testing equipment and devices
- Working knowledge of water supply systems and operations
- Good basic knowledge of the theories of cross connections
- Good communication skills
- Ability to work with a variety of vendors
- Ability to work at a variety of tasks

Major Duties and Responsibilities:

- Responsible for assisting in devising an annual schedule for testing each backflow prevention device in the district
- Responsible for the proper completion of all testing documents and the delivery of those documents to the designated supervisor or manager
- Responsible for the correction and repair or replacement of defective devices and will work closely with the Cluster Plumbers to complete these repairs
- Set a schedule for inspections of the facilities with the task of identifying and eliminating cross connections

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Work closely with the cluster manger to meet compliance requirements

Make reports and recommendations as required

Work closely with city, and other inspectors to keep the district in compliance

Perform other compliance or safety tasks related to his scheduled facility inspections

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Electronic test equipment including, but not limited to, operating backflow testing gauges, plumbing tools
Plano ISD vehicles; general computer use- MS Office, Outlook and TEAMS

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress and keep all records organized

Physical Demands/Environmental Factors:

Physical dexterity and strength, including steering, operating pedals, shifting gears and opening doors; frequent standing, walking, sitting, stooping and kneeling; possible lifting, carrying up to 50 pounds, pushing or pulling and working of ladders; exposure to hot or cold temperatures, inclement weather; exposure to excessive noise, intermittent fumes, smoke or gases; grease and oils; work around machinery with moving parts; work around moving objects or vehicles

ACKNOWLEDGEMENT:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 09-10-18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____