



Industrial Pretreatment Coordinator

Human Resources Office
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Winona, MN 55987

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APPLICATION DEADLINE: Received by June 19, 2017 by 3:00 PM

ANNUAL STARTING WAGE: \$52,381.83

JOB SUMMARY:

This technical position performs water pretreatment, testing, and reporting work; and is responsible for compliance with City, State and Federal Regulations and for monitoring permits related to industrial pretreatment and the operation of the City's Industrial Pretreatment Program.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the minimum formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

- Four-year bachelor's degree in biology, chemistry or related field of study
- Have or be willing to obtain a commercial Class "B" or higher driver's license within six months of hire
- Have or be willing to obtain a Type 4 Operator's License for Land Application of Biosolids within six months of hire
- Have or be willing to obtain a Class D Wastewater Operator License within one year of hire

DESIRED QUALIFICATIONS

The requirements listed below are representative of the desired formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

- Three years of pretreatment program implementation experience with experience in the wastewater treatment industry.

TO BE CONSIDERED FOR THIS POSITION, THE FOLLOWING MUST BE SUBMITTED:

- City of Winona Employment Application
- Supplemental Questionnaire
- Cover letter and resume

The City of Winona is an Equal Opportunity/Affirmative Action employer. The City considers candidates regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, disability or veteran status.

SUBMISSION OF INTEREST

- Online forms and upload instructions available at www.cityofwinona.com
- Paper forms may be requested by:
 - Email: hr@ci.winona.mn.us; or
 - Phone: 507-457-8234; or
 - In person at City Hall, Human Resources Office, 207 Lafayette, Winona, MN 55987

EXAMINATIONS:

1. Qualifications Rating - Pass/Fail
Must meet minimum requirements listed
2. Assessment of Application and Supplemental Questionnaire
3. Panel Interview

EXAMINATION INFORMATION:

Applicant must pass each examination in order to proceed to the next step.

RESULTS OF EXAMINATION:

- Candidates will be notified by mail, e-mail or phone of the final results within approximately 20 days of taking the examinations.

APPLICATION INFORMATION:

- If you are an eligible military veteran and wish to claim Veteran's Preference, you must complete the Veteran's Preference section of the application.
- Driver's license and/or criminal history checks will be conducted for all positions
- Medical physical may be required
- Pre-employment drug screenings are required for all positions