



# Job Description

<b>JOB TITLE:</b> <b>Industrial Pretreatment Coordinator</b>		<b>Department:</b> Public Works - Wastewater	
<b>REPORTS TO:</b> Wastewater Superintendent	<b>SUPERVISES:</b> None		<b>FLSA STATUS:</b> Non-Exempt
<b>BARGAINING UNIT:</b> The International Brotherhood of Teamsters (TEAMSTERS)			<b>EFFECTIVE DATE:</b> 6/1/2017

## POSITION SUMMARY

Under limited supervision, 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.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Performs laboratory tests to check the strength and toxicity, of influent sewage and plant operation in conjunction with externally contracted laboratory testing related to the operation of the wastewater treatment plant and Industrial Pretreatment Program.
- Tests and monitors industrial sewage discharges from facilities to insure compliance with all applicable regulations and standards.
- Inspects City's wastewater collection facilities to insure compliance with all applicable regulations and standards.
- Maintains accurate and complete records of inspection activity.
- Initiates enforcement action when rules are violated.
- Maintains knowledge of wastewater regulations and testing methods.
- Prepares annual reports required for Industrial Pretreatment Program, National Pollutant Discharge Elimination System (NPDES) Permit, and on Land Sludge Disposal Program.
- Informs regulated community of applicable rules and regulations.
- Purchases equipment and supplies.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

### Education

Four-year Bachelor's Degree in biology, chemistry, or related field

### Experience

There is no minimum amount of experience required for this position

### Trainings, Certificates, and Licenses

- Possess a valid Class B Commercial Driver's License with Tanker Endorsement
- Possess a Type 4 Operators License for Land Application of Biosolids
- Possess a Class D Wastewater Operator License

## **DESIRED QUALIFICATIONS**

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

### Experience

Three (3) years of pretreatment program implementation experience with experience in the wastewater treatment industry

## **COMPLEXITY**

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

## **RESPONSIBILITY**

### Supervision

Limited supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities, however, may coordinate work with other individuals as a team member.

### Impact

While performing the normal duties of this job, this positions' work product or services affect the accuracy, reliability, or acceptability of further processes or services.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Hazards

While performing the duties of this job, this position:

- May occasionally climb 20 to 150 steps, balance, bend/stoop, kneel, crouch, squat, reach above shoulder level, push/pull 20 to 50 lbs., lift 20 to 50 lbs., carry 20 to 50 lbs., and smell; frequently stand, walk, and drive; and continuously sit, finger/enter data/keystroke, feel, talk, hear, and perform repetitive motions.
- Will use close vision, far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Will use their right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.
- Will use their right foot and left foot for repetitive motions.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions and/or protective gear, working in narrow aisles or passageways, and working around moving mechanical parts.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**