Environmental Pretreatment Coordinator

POSITION SUMMARY

Responsible for performing skilled technical work that ensures water users comply with City, State, and Federal regulations. Assists in the administration of all Water Quality, Pretreatment, and Regulatory Compliance programs including, but not limited to drinking water quality, wastewater and pretreatment regulations, customer education, and response to citizen's concerns related to these programs.

Ensures regulatory compliance for pretreatment, collection system, plan review, and construction inspections. Provides operational and regulatory support for the City's Water Reclamation Facility, collection system, and commercial/industrial wastewater dischargers. Maintains compliance with all aspects of the Clean Water and the Safe Drinking Water Acts.

RESPONSIBILITIES

Essential Duties (4D):

- Inspects industrial and commercial facilities to determine compliance of regulations. Notifies facilities of pending inspections and non-compliance/compliance status. Works with engineering/planning staff for new industrial and commercial facilities to determine pretreatment process required and permitting facilities.
- Maintains files of inspection reports, sampling reports, violation records, quality assurance records, and written test notifications correspondence from and to commercial/industrial property owners/managers. Maintains all testing company records and tester certifications.
- Provides water quality assistance in sampling new waterline installations, including monthly sampling requirements in the absence of staff. Responds to water quality complaints as needed.
- Creates and maintains files of inspection reports, sampling reports, violation records, quality assurance records, and other written correspondence.
- Monitors and creates reports to meet regulatory and contractual requirements.
- Responds to and investigates problems and complaints regarding assigned services and tracks responses to ensure the problems and complaints are appropriately resolved.
- Develops and administers pretreatment programs for area businesses, food service establishments, and industrial users.
- Conducts sampling of commercial/industrial sites as necessary to determine compliance. Conduct local limits sampling protocol when needed to develop discharge regulations based on local limits sampling.
- Develop pretreatment program to meet the anticipated program implementation in the 2024 NPDES permit renewal application.

Environmental Pretreatment Coordinator

- Work requires the ability to complete inspection reports, articulate deficiencies in notification letters to customers. Draft memos and other written communications. Develop City regulations pertaining to the Regulatory Compliance Division programs.
- Planning responsibilities include scheduling inspections and tracking permit compliance.
- The incumbent prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
- Performs other duties of a similar nature or level.

Knowledge, Skills, and Abilities:

- Knowledge of applicable environmental standards and compliance requirements.
- Knowledge of billing procedures and policies as assigned.
- Ability to retain good customer relations and service techniques.
- Knowledge of the hazards of the job and skilled in following appropriate safety practices.
- Ability to prepare clear and concise reports and memos.
- Ability to maintain files and records.
- Knowledge of and skilled at proficient wastewater sampling and testing techniques.
- Knowledge of the proper installation, operation, repair, and replacement of Water Utility Infrastructure.
- Knowledge of plumbing and cross-connection codes and protocols.
- Knowledge of federal, state, and local regulations as it pertains to the Safe Drinking Water and Clean Water Acts.
- Knowledge of and ability to use the City GIS system.
- Ability to become proficient with analytical procedures as it pertains to Pretreatment and the Water Reclamation Facility.
- Ability to use a variety of office equipment and related applications.
- Ability to perform general math calculations such as addition, subtraction, multiplication and division.
- Ability to read test manuals, blueprints, technical specifications, permits, MSDS information, and operations, maintenance and repair manuals, and to interpret state and federal regulatory documents.

Judgment/Decision Making (4D):

- Develop objectives, policies, and procedures for the City's Commercial and Industrial Pretreatment Program.
- Within this job, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
- Decisions must be accurate to ensure safety of employees and the public.

Environmental Pretreatment Coordinator

RELATIONSHIPS

Leadership/Supervisory Responsibilities (3D)

- Supervise the Commercial/Industrial Pretreatment Program.
- Assist department manager with personnel issues such as hiring, training, performance reviews, and discipline when required.
- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.

Relations to Others (3D)

- The incumbent in this position contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision-making authority for purchases or projects. In addition, the incumbent works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. Must have positive, team-oriented, leadership skills. Employee must maintain regular attendance. Ability to work in a constant state of alertness and safe manner.
- Position is entrusted with sensitive information relating to City programs or functions.
- Use interpersonal and communication skills to establish and maintain internal and external relationships.

SKILLS

Education (5D) and Experience (4D):

- Associates Degree in Business Administration, Biology, Microbiology or Environmental Science and three years of experience, or five years of directly related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License.
- North Dakota Class A Commercial Driver's License with Tanker endorsements – must obtain within probationary period.
- Wastewater Collection Class III Certification (within three years)

Environmental Pretreatment Coordinator

- Wastewater Treatment Class III Certification (within three years)
- North Dakota Department of Health pH Certification – must obtain within 90 days of hire;

Work Environment (4D):

- Work involves strenuous physical activities of various kinds with regular exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions. Regular exposure to conditions is unpredictable/uncertain and may result in the risk of personal injury.
- Positions in this class typically require: climbing, balancing, stooping, kneeling, reaching, standing, walking, driving, lifting, grasping, talking, hearing, and seeing.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions and intense noises. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification: Class IV (775 points)
FLSA: Non-Exempt
Created: Greg Stack, PW Director Zuroff, HR Nameniuk - 10/28/2020
Approved by City Commission: 11/03/02
Updated: