

MAJOR FUNCTION

This is responsible administrative, technical, and public contact work in administering a program to prevent the introduction of hazardous or toxic substances into the City owned sewer system. Work involves compliance enforcement of a local industrial pretreatment ordinance. Work is performed under the general supervision of an administrative superior. Work is performed with considerable latitude for the use of independent judgment. Work is reviewed through conferences, written reports, and observation for the achievements of desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Conducts on-site inspections of facilities and pretreatment processes, collects field data and waste stream samples. Reviews Permit Applications, Permits, Utility Customer Records, Building Permits and Property Records to identify and categorize regulated customers. Prepares written reports of inspections, test results and compliance status for use in tracking compliance and possible enforcement proceedings. Notifies customers of Ordinance or Permit requirements, compliance deficiencies, potential spill situations, and inspection and testing results. Initiates enforcement action, testifies and presents evidence at any legal proceedings that may ensue. Performs related work as required.

Other Important Duties

Collects samples and field data from sewage spill sites. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of domestic and industrial wastewater treatment processes. Considerable knowledge of State and Federal rules governing discharge of toxic and hazardous materials. Considerable knowledge of methods for conducting field inspection. Considerable knowledge of local conditions including location of existing buildings and of sanitary sewers. Considerable knowledge of field safety when working around manholes and hazardous chemicals. Knowledge of field monitoring procedures. Knowledge of chemistry and math. Ability to read, comprehend, prepare and implement technical manuals, legal interpretations, government laws, ordinances and regulations. Ability to communicate effectively both orally and in writing. Ability to conduct field inspections. Ability to manage multiple projects in an efficient and professional manner. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the proper handling and use of portable flow and sample monitoring equipment. Skill in ascertaining facts from personal contact, observation of utility facilities in operation and examination of records as to use, history, in order to take or recommend remedial action. Skill in the use of microcomputers databases and the other programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and six years of technical experience that includes environmental regulatory or industrial waste treatment processes in the wastewater collection or treatment field; or an equivalent combination of training and experience.

Necessary Special Requirements

(At the department director's discretion, the noted license may not be required). Must possess a valid Class E State driver's license at the time of appointment.

Established: 02-12-91
Revised: 09-15-92
01-23-95
04-28-04*
03-01-13*