

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Industrial Pretreatment Coordinator

Name of Incumbent:

Civil Service Status: Classified

Employment Status: Full-Time

FLSA Status: Exempt

Department: Utilities

Reports to: Manager, Wastewater Treatment Plant

Pay Grade: 6

JOB SUMMARY:

Responsible for conducting and implementing requirements of the City's industrial pretreatment program in accordance with Federal, State, and local regulations to control wastewater discharges of industrial users of the City sewerage system. Implementation and effectiveness of the city's program subject to review and enforcement by the OEPA.

QUALIFICATIONS:

Bachelor's degree in engineering, biology or chemistry, or any equivalent experience and training.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a State of Ohio Class III Wastewater Operator's License; must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Federal, State, and local regulations governing wastewater treatment and industrial pretreatment programs; wastewater sampling, monitoring, analysis, and discharge control practices; industrial wastewater characteristics and pretreatment requirements*; compliance monitoring and enforcement procedures; wastewater treatment plant operations*; regulatory reporting and recordkeeping requirements.

Skill In: A high level of written communication skills in preparing technical letters, reports, and documents, and verbal skills in communicating with city and industrial officials.

Ability to: Work independently without close supervision in carrying out pretreatment program duties and requirements; interpret and apply Federal and State regulations; apply approved methods of wastewater sampling, preservation, and analysis requirements including procedures to ensure safety of monitoring personnel.

ILLUSTRATIVE DUTIES:

1. Notifies industrial users of program requirements and regulations by mailings and direct contact with company officials.
 2. Identifies industrial user classification and discharge control requirements through Disclosure Forms and Baseline Monitoring Reports.
 3. Issues wastewater discharge control limitations, self-monitoring requirements, and reporting requirements through Administrative Orders of Acceptance.
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4. Requires installation of pretreatment facilities through enforceable compliance schedules where pretreatment standards are not met initially, or on a consistent basis.
5. Plans and directs a monitoring program by carrying out a regularly scheduled sampling program of designated industrial dischargers, as well as annual inspections, to independently determine program compliance.
6. Maintains compliance tracking records of industry sampling results, reports required, violations committed, and enforcement actions.
7. Responds to all industrial user violations of pretreatment requirements through appropriate enforcement actions as provided in the City's Enforcement Response Plan.
8. Prepares required quarterly, semi-annual, and annual reports to the Ohio EPA detailing industrial user violations, enforcement actions, sampling results and effectiveness of the pretreatment program.
9. Conducts annual treatment plant priority pollutant sampling influent, effluent and sludge.
10. Administers the industrial user extra strength surcharge and analytic service charge programs. Oversees calculation and invoicing of charges directly to individual users.
11. Maintains up-to-date knowledge of pretreatment program regulations and requirements by review of Federal Registers, federal and state communications, and attendance of various conferences and workshops.
12. Submits required program modification requests to effect changes in the City's approved Pretreatment Program.
13. Trains and directs activities of pretreatment staff technicians in performance of assigned duties.
14. Prepares or assists in the preparation of monthly operating reports, annual sludge reports and department budgets.
15. Oversight of annual DMRQA program, monthly sampling and general plant operating condition.
16. Administers surcharge/monitoring operating of septic haulers.
17. Investigates plant upsets or violations.
18. Assigns duties in plant when Wastewater Treatment Plant Manager is absent.
19. Assures equipment/parts are ordered and repaired.

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20. Proficiently operates departmental motorized equipment, personal computer, and other standard business office equipment.

21. Performs other related or unrelated duties as assigned.

22. Demonstrates regular and predictable attendance.

INHERENTLY HAZARDOUS WORKING CONDITIONS:

1. May be subject to noise and chemical dust.

2. Must work with hazardous chemicals in a liquid, vapor or solid form.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date