

MAJOR FUNCTION

This is responsible administrative, technical, and public contact work for implementing 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 supervisor. 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. Assists with other water quality enforcement programs. 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. Ability to effectively communicate with customers, manage conflict and diffuse potentially adversarial interactions. Skill in ascertaining facts from personal contact, observation, and examination of facilities' operations, records and 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 two years of training or technical experience that includes: environmental regulation; industrial waste collection or treatment operations; septage collection or treatment operations; or domestic wastewater collection or treatment operations.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 02-12-91

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01-23-95
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07-06-18
09-05-18