

ORGANIZATION:	City of Canby	DATE:	March 2016
DEPARTMENT:	Public Works	UNION STATUS:	AFSCME Represented
CLASSIFICATION:	Pre-Treatment Coordinator	FLSA STATUS:	Non-Exempt
TITLE:	Pre-Treatment Coordinator/Operator		

PURPOSE OF POSITION: Coordinate and implement the City's industrial pretreatment and regulatory compliance program. Submit regulatory reports and ensure the City's compliance with local, state and federal laws pertaining to the clean water act and other environmental regulations. Implement and manage the fats, oil and grease (FOG) program and support the wastewater treatment plant operations. Perform a variety of operations, activities, and technical tasks in support of environmental programs and initiatives. May assist other crew members in treatment plant operations.

Tasks are performed under general supervision. Assistance is not readily available from lead worker/supervisor(s). This classification is expected to function independently in daily tasks and use initiative and independent judgment on non-routine matters. May act as a project coordinator on assignments. Problems are identified and solved and only the most unusual/complex problems are referred to a lead worker/supervisor.

ESSENTIAL JOB FUNCTIONS:

Implement the City's industrial pretreatment and regulatory compliance program. Track and evaluate industrial surveys. Write, update and submit industrial wastewater discharge permits and reports. Conduct industrial inspections and sampling. Review, process and document data. Maintain accurate records.

Respond to environmental incidents as directed; record incidents, assist with investigations and follow up visits to ensure resolution, take appropriate enforcement action in response to industry violations and resolve non-compliance by following established procedures.

Implement and manage the fats, oil and grease (FOG) program. Conduct inspections of food service establishment grease traps and interceptors. Maintain pump out records and implement the rules governing the FOG program. Communicate professionally and clearly with business representatives. Attend and participate in preferred pumper meetings.

Coordinate outreach and educational programs within the pretreatment and FOG programs.

Maintain daily records and logs. Ensure accurate records are maintained at all times. May compile reports to be submitted to City, State and Federal agencies. Interpret data, perform basic statistical analysis, and report analysis orally and/or in writing. Assist with data compilation and analysis for annual reports and permit applications.

Support wastewater treatment plant operations. Assist in research, analysis preparation, gathering records and information, and review of wastewater treatment plant management plans. Perform operational duties to maintain treatment plant operations. Perform general records inventory, enter totals, and run related reports.

Attend training and local and regional meetings to stay current on regulations and change issues affecting or impacting the City of Canby wastewater treatment plant, pretreatment and FOG programs.

Assist as needed to maintain appearance of facilities by performing tasks such as minor housekeeping and grounds maintenance. Perform operational duties as needed at wastewater treatment plant. Assist outside contractors as needed. Conduct proper paperwork. Track and document materials usage.

Produce an acceptable quantity and quality of work that is completed within established timelines.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Represent the City in a positive and professional manner. Respond to questions from citizens and visitors. Direct visitors to desired locations. Provide general assistance as needed.

Respond to emergency situations as needed.

Maintain a positive and cooperative working relationship with City staff, businesses, vendors, other organizations and the general public. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

Follow all safety rules and procedures for work areas. Perform duties in a safe and efficient manner. Promote safe work practices.

Perform other projects, functions, and tasks, as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Requires a thorough knowledge of monitoring, completing and submitting reports and documents related to the essential job functions. General knowledge of wastewater treatment plant operations and maintenance. Ability to interpret sampling analysis related to industrial pretreatment and wastewater discharge limits. Ability to communicate effectively both verbally and in writing. Knowledge of office practices and procedures, business English, word processing and spreadsheet software and ability to operate general office equipment. Ability to establish and maintain cooperative and effective working relationship with City staff, outside professionals and agencies, and the general public. Attention to detail is extremely important and required. Ability to exercise resourcefulness and perspective in developing solutions and recommending new techniques. Ability to use good judgment in prioritizing daily and routine responsibilities and work efficiently and effectively in a fast-paced environment which includes changing priorities.

Associates degree in water quality or related environmental field and five years of experience in regulating an industrial pretreatment program, plus experience in wastewater treatment plant operations, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Driver's License with acceptable driving record. May be required to obtain, within one (1) year, Confined Space Entry, Forklift and PPE Training. Incumbent will be encouraged to obtain wastewater and/or additional certifications as time allows.

DESIRABLE REQUIREMENTS: Additional training and experience working in a wastewater treatment plant with wastewater treatment certifications.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently/constantly required to communicate, walk, twist/turn, flex and extend neck. Employee is also required to sit, stand, bend, squat, kneel, stoop, and climb stairs, ladders and slopes. Mental activities required include frequently using decision making and interpersonal skills; teamwork; reading, speaking and writing English; and performing basic math. Physical activities required include fine manipulation, grasping/handling, and keyboarding. Position requires pushing, pulling, lifting and carrying up to 10 pounds on a regular basis. May require push/pull up to 50 pounds and lift/carry up to 100 pounds.

WORKING CONDITIONS: The majority of duties occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. Other duties

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occasionally take place outside of buildings with exposure to all types of weather conditions on a year-round basis, including bio-hazards, dirt, oil, grease, fumes, noise and chemicals. May work around traffic, heavy equipment and machinery. Entry to confined spaces is required on an infrequent basis. Position is required to drive. May require working overtime, rotating shifts, weekends and holidays. May be subject to on-call/call out rotation.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the WWTP Lead Operator with overall direction from the Public Works Director.