

PRETREATMENT PROGRAM COORDINATOR

DEFINITION

Under direction, develops, organizes, coordinates and enforces the District's Publicly Owned Treatment Works (POTW) pretreatment program to regulate wastewater discharge from industrial and commercial facilities connected to the District's sanitary sewer system; reviews facilities applications, conducts inspections, permits industries with pollutants of concern, and performs enforcement actions to ensure dischargers comply with the District's Sewer Use Ordinance (SUO) and state and federal regulations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

CLASS CHARACTERISTICS

This is an advanced journey-level classification responsible for coordinating and enforcing the District's POTW pretreatment program and conducting inspections of the most complex businesses. Incumbents work under direction and exercise a higher level of discretion and independent judgment in performing the full range of technical and complex inspection and enforcement tasks of a specialized nature to support the work of the Water Resources and Engineering Department. Work requires in-depth knowledge of District functions, and specialized knowledge of the technical aspects of inspection and enforcement including policies, procedures, rules, and regulations applicable to the permitting of industrial and commercial dischargers. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Provides leadership and guidance to others assigned to the POTW pretreatment program and/or related projects; as a program leader, directs, assigns, and trains assigned staff; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; and develops and implements work improvements.
- Assists management staff in determining present and future requirements of the pretreatment program including staffing, training, inventory, and equipment; assists in the preparation of the program budget.
- Classifies and writes new facility permits and reissues permits to existing facilities; revises and voids permits as needed.
- Prepares, develops, and implements new documents, application forms, signs, customer correspondence, and related documents.
- Plans, coordinates, schedules, and monitors inspection events, permit issuances, and

enforcement actions taken; oversees the maintenance of documentation issued to permitted dischargers.

- Plans, leads, and performs inspections, sample collection, various field chemical tests and flow-monitoring, and monitoring of a variety of commercial and industrial businesses to ensure compliance with District policies, procedures, standards, and regulatory requirements.
- Evaluates new and existing industrial and commercial dischargers for compliance with wastewater discharge regulations.
- Prepares enforcement documentation and recommends appropriate enforcement action.
- Meets with industrial dischargers related to industrial wastes problems and complaints.
- Updates and maintains databases and files; collects and summarizes data and information; prepares reports and data for review by other District departments/divisions and for submission to regulatory agencies.
- Responds to industrial/commercial waste spills and wastewater treatment plant upsets.
- Implements a Fats, Oil, and Grease (FOG) Abatement Program requiring installation, maintenance, and/or upgrading and retrofitting of various types of gravity interceptor systems.
- Bills customer fees associated with discharge permits, inspections, and enforcement actions.
- Consults with wastewater treatment plant personnel concerning impacts of commercial and industrial dischargers as they relate to operating efficiencies and discharge compliance with existing and proposed wastewater discharge orders and National Pollutant Discharge Elimination System (NPDES) permits.
- Performs confined space and permit required confined space entry with designated authority to complete pre-entry checklists and perform atmospheric testing and evaluation of various entry conditions and situations.
- Reads, understands, and complies with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
- Researches and stays abreast of technical developments in areas related to the District's pretreatment program.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training
- Principles, processes, and procedures of Publicly Owned Treatment Works (POTW) pretreatment programs.
- Principles and terminology of industrial and commercial wastewater source control.
- Practices and techniques related to sampling, sample handling, and standard chemical tests.
- Practices and techniques of performing industrial facility and process inspections.
- Basic principles of chemical, biological and related sciences.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Mathematic principles.
- District and mandated safety rules, regulations, and protocols, occupational hazards, and standard safety precautions including confined space entry.
- Principles of record keeping and report preparation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned function.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect industrial waste treatment equipment for compliance with permit requirements.
- Monitor and collect samples from industrial wastewater dischargers.
- Determine quality and quantity of industrial waste discharge.
- Respond to complaints regarding illicit dischargers, odors, and hazardous materials in the public and private sector.
- Safely and effectively operate a variety of inspection and sample collection equipment.
- Understand, interpret, explain, and apply all pertinent laws, codes, and ordinances and District policies, procedures, and work standards relevant to work performed.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Perform mathematical calculations.
- Comply with District and mandated safety rules, regulations, and protocols.
- Prepare and maintain technical reports, accurate logs, records, and clear and concise written reports of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to the completion of the twelfth (12th) grade supplemented by college level course work in chemistry, biology, environmental science, or a related field.

Experience:

- Six (6) years of increasingly responsible pretreatment/source control program experience.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

- Possession of a valid Grade II Environmental Compliance Inspector Certification issued by the California Water Environment Association, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Field and office environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

PHYSICAL

- Level Three
- NIDA
- Pulmonary

Incumbents require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.