



Industrial Pre-Treatment Coordinator

Job Specification
Classification: Competitive
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the first level of the Laboratory series and is responsible for inspecting permitted and potential permittable industrial point source dischargers for compliance with all regulations. Responsibilities include sampling water and wastewater sources for analysis; writing and issuing permits, violation, and reports; and performing some investigation of local businesses to determine new industries or organization to test.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Performs inspections of permitted industrial point source dischargers whether physically located inside or outside of the corporation limits of the City of Watertown; monitors compliance with established regulations and ensures safety of operation.
- Performs laboratory activities, which includes: collecting water samples from various points along the distribution and treatment system; analyzing, setting up, and recording laboratory samples; preparing chain of custody reports for the shipping of water samples; setting up and retrieving data from monitoring device; assisting with the investigation of water quality problems in the distribution system; and/or performing other related activities.
- Writes and reviews permits, reports, and notices of violation; compiles and verifies information and enters into databases for further analysis.
- Installs and maintains flow meters and other equipment as needed; performs troubleshooting of meters.
- Researches new industries in service area to ensure proper monitoring and enforcement of water treatment procedures.
- Serves as liaison with other City departments, consulting engineers, governmental agencies, industries and businesses for the purpose of coordinating the Industrial Pretreatment Program for wastewater treatment.
- Periodically reviews and updates records for industrial customers verifying Standard Industrial Classifications and specifying the flow and strength characteristics of wastewaters; notifies and informs industrial customers of their IPP responsibility and availability of an appeal process.
- Confers with department sections to obtain information required to complete hazardous waste assessments and prepares and maintains hazardous waste disposal reports; prepares and submits recommendations to the Department head and Chief Operator based on accumulated information regarding individual industrial users.
- Prepares and maintains files containing information on volume, laboratory results, inspection and interview reports, actions of the Code Enforcement Board, billing information and history of monitoring activities.
- Supervises, coordinates and schedules the activities of a technical staff employed in performing various aspects of the IPP, including collection of wastewater samples by appropriate methods for laboratory analysis.
- Assists in the preparation of annual budget estimates and monitoring of expenditures and prepares other reports for Industrial Pretreatment Program activities. Investigates sources and studies effects of industrial/commercial discharges on wastewater treatment plants
- Is responsible professional in coordinating, monitoring and maintaining the Industrial Pretreatment Program (IPP) for the City.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Work involves responsibility for coordinating a pretreatment program whereby industrial users of the City's wastewater treatment facilities are regulated and their waste contributions controlled, through permit, to ensure compliance with applicable pretreatment standards and requirements and the supervision of employees in the field involved in the collection and analysis of samples to determine program compliance.
- Work also includes assisting the department in its hazardous waste related activities to include the preparation of hazardous waste disposal reports. Work includes the establishment of effective working relationships with industries, explaining their obligations and rights under the Industrial Pretreatment Program and providing information and recommendations to the Code Enforcement.
- The employee in this class is also responsible for reviewing and updating industrial user computer records containing pertinent data concerning discharges and monitoring records for data which is questionable or determined to be absent.
- General supervision is received from the Chief Operator; however, considerable latitude in judgment, initiative and tact is exercised in developing methods and solutions to work problems and in dealing with businesses.
- Work is reviewed through conferences, conversation, the analysis of reports and evaluation of results obtained.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Considerable knowledge of water pollution, monitoring and control methods.
- Considerable knowledge of State and Federal water pollution, environmental and wastewater laws and regulations.
- Some knowledge of data processing concepts, techniques and operating principles.
- Some knowledge of the methods and techniques of conducting field investigations for water quality and quantity.

Ability to:

- Maintain technical records and prepare clear and concise reports of activities
- Establish and maintain effective working relationships with employees, other governmental agencies, industry and business as necessitated by the work.
- Organize and implement assigned programs through the effective use of an assigned staff of technical employees
- Perform basic laboratory analyses or examinations;
- Communicate clearly and concisely, orally and in writing;
- Operate a computer and related software applications;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Use applicable tools of the trade;
- Collect samples.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or two-year technical certificate which includes 8 credit hours in chemistry and 1 year of related work experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma with 8 credit hours at a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees in chemistry and 3 years of related work experience.

Licensing requirements: Valid NYS Driver's license appropriate for vehicles to be driven.

SPECIAL NECESSARY REQUIREMENT:

Candidate must obtain 3A Wastewater Treatment Plant Operators certificate as issued by the NYS DEC within 2 years of appointment. Must maintain certification to continue employment.

Classification history:

Revised: 04/15/2003; 3/20/2012; *5/28/2019

*Title changed from Industrial Pre-Treatment Laboratory Technician