



CITY OF RICHLAND

CLASSIFICATION TITLE: PRETREATMENT COORDINATOR	AFFILIATION: Affiliated (IUOE)
REPORTS TO: WASTEWATER/STORMWATER MANAGER OR DESIGNEE	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Wastewater/Stormwater Manager or designee, implements and maintains the City's wastewater pretreatment program; ensures compliance with the pretreatment program as mandated by State and Federal regulations; inspects, samples, permits and provides technical support for City industrial users.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.

- Assigns, schedules, directs and reviews the performance and safety work activities of assigned personnel.
- Conducts a variety of pretreatment tests and surveys; ensures compliance with City pretreatment program.
- Inspects, samples, permits and provides technical support for City industrial users.
- Maintains sampling equipment; collects and records analysis as required by State and Federal statutes.
- Develops and maintains related pretreatment records and reports; operates a computer terminal and related software.
- Evaluates industrial users' pretreatment facilities construction plans, sampling results and accidental spill prevention plan.
- Recommends non-compliance enforcement actions against industries violating pretreatment standards or Sewer Use Ordinances (SUO).
- Works from blueprints and sketches.
- Performs on and off site work at the compost facility, involving monitoring, testing, record keeping, and use of specialized software and computer programs.
- Operates and maintains standard pretreatment and sampling equipment (samplers, hoists, computers, etc.).
- Performs all functions of the Pre-treatment Inspector as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- General physics and chemistry.
- Applicable health and safety policy, procedures and practices.
- The City's compost facility.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures to related activities.
- Apply practices and procedures as outlined by City and State requirements. Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent, supplemented by two (2) years of college-level lab or course work in chemistry, mathematics or related field.
- Three (3) years of wastewater treatment and/or pre-treatment experience.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license upon hire date.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site and checking on pretreatment inspections and sampling sites.
- The position involves work outdoors on a year round basis and may be subject to extreme weather conditions.
- Work requires inspection and sampling of pretreatment inspection sites, which may be dirty and strewn with debris. Inspectors will encounter dust, noise and fumes typically associated with work.
- Inspectors may work above or below the ground.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on pretreatment inspection site.
- May be exposed to moving mechanical parts and vehicles within a pretreatment and sampling site, the composting facility, or at the wastewater treatment plant.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, such as attics and crawl spaces as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to walk through work sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.