

INDUSTRIAL PRE-TREATMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the City Municipal Utilities Department and involves responsibility for evaluating chemical testing and analysis of parameters pertaining to the operation and maintenance of the wastewater treatment plant, industrial waste pretreatment, water filtration plant, and water quality monitoring. An employee in this class receives assignments from the Director of Municipal Utilities; and performs work requiring the application of chemical knowledge to monitor pre-treatment and enforce the city municipal code regulating the industrial use of the sanitary sewer system. The ability to interpret laboratory results as they pertain to current Federal and State Regulations regarding Industrial Pre-treatment and Water Quality Monitoring.

TYPICAL WORK ACTIVITIES:

- Maintains continuous check on plant efficiency through periodic review of daily operating records;
- Works in cooperation with other department personnel on special projects and reports as assigned;
- Establishes and maintains contact with representatives using industrial pretreatment facilities;
- Identifies sampling locations for contract laboratory;
- Makes on-site visits to determine industrial user compliance with applicable pretreatment standards and ordinances;
- Directs field sampling as it relates to industrial waste and water quality monitoring programs;
- Inspects industrial waste pretreatment facilities for compliance with applicable regulations;
- Assists the treatment plant operators to improve plant performance;
- Arranges for contract monitoring lab to provide sampling services for each industrial user;
- Monitors sampling protocol to assure sampling location accuracy with permits;

- Enters lab results into Industrial Pretreatment Program (IPP) Software;
- Evaluates industrial user permit applications for compliance with Code of Federal Regulations (CFR) and Sewer Use Ordinance (SUO);
- Leads and directs field sampling as it relates to industrial waste and water quality monitoring programs;
- Reviews Baseline Monitoring Reports (BMR) for compliance with Code of Federal Regulations (CFR);
- Reviews and recommends revisions to the Sewer Use Ordinance (SUO);
- Reviews contract monitoring lab sampling results for compliance with permits and enters data into program software;
- Contacts industrial users when lab results or upset at public owned treatment plant is recorded to investigate non-compliance;
- Administers legal actions in accordance with Code of Federal Regulations (CFR) for significant non-compliance and enforcement response plan as required by program document;
- Inspect each industrial user annually for continued compliance with discharge permits;
- Investigates chemical storage and spill prevention procedures of businesses in the city;
- Identifies and/or verifies known or suspected problems causing discharge violations;
- Notifies industrial uses of changes or updates in Code of Federal Regulations (CFR) or Sewer Use Ordinance (SUO);
- Prepares and distributes Industrial Pretreatment Program (IPP) Semi-Annual Reports to State Department of Environmental Conservation in accordance with State Pollution Discharge Elimination System (SPDES) permit;
- Research information for residents and industries as required;
- Reviews records of payments for consultants for Industrial Pretreatment Program (IPP) contractors;
- Maintains necessary data and reports

- Verifies compliance with pre-treatment regulations by reviewing daily operating records, taking samples and other related activities;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles, practices and techniques of the design and operation of water and wastewater treatment and analysis;
- Good knowledge of the principles and practices of industrial pretreatment;
- Good knowledge of the laws, rules and regulations of industrial pretreatment;
- Working knowledge of the operations of public sewage treatment and water treatment plant facilities;
- Ability to evaluate and monitor the efficiency of the pretreatment process;
- Ability to record, maintain and analyze data;
- Ability to make scientific computations;
- Ability to plan, assign and lead the work of others;
- Ability to prepare technical reports;
- Ability to understand and carry out oral and written instructions;

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in chemical, sanitary, environmental, civil engineering, or any of the physical sciences and two (2) years of experience in either laboratory or operations involving wastewater treatment and/or water and water pollution control;
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in chemical, sanitary, environmental, civil engineering, or any of the physical sciences and four (4) years of experience as defined by the limits of (a).
- c) Six (6) years of experience as defined by the limits of (a);
- d) Any equivalent combination of education and experience as defined by the limits of (a) and (b) above.

