

## **PRETREATMENT COORDINATOR**

### **MAJOR FUNCTIONS**

This is progressively responsible, professional work in coordinating, monitoring and maintaining the Industrial Pretreatment Program for the County.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of these jobs and their scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load. Individuals are required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

- Serves as liaison with other County departments, consulting engineers, government agencies, industries, and businesses for the purpose of coordinating the pretreatment program for wastewater facilities.
- Periodically reviews and updates records for commercial and industrial customers, verifying Standard industrial classifications and specifying the flow and strengths of wastewaters; notifies and informs industrial customers of their pretreatment 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 issues enforcement instruments based on accumulated information regarding individual industrial users.
- Prepares and maintains files containing information on volume, laboratory results, inspection and interview reports, actions of enforcement, billing information and history of monitoring activities.
- May participate with supervisor in the selection, placement, training, appraisal, and discipline of assigned employees.
- Assists in the preparation of annual budget estimates and monitoring of expenditures; prepares other reports for pretreatment program implementation.
- Investigates sources and studies effects of industrial/ commercial discharges on wastewater treatment facilities.

### **SECONDARY FUNCTIONS**

- Performs other tasks as assigned.

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### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

This position can be designated as a lead worker over one or more employees. Provides continual work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

High school diploma or general education degree (GED) and five years experience.

#### **Licenses**

Valid Florida Driver License.

#### **Certifications**

Possession of Class C operator's certificate issued by the Florida Department of Environmental Protection in wastewater and a voluntary certification of Class B in Industrial Pretreatment, with the ability to achieve Class A certification within two years.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to maintain routine program maintenance records.
- Ability to effectively present information and respond to questions of managers, clients, customers and the general public.

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### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to other as pretreatment liaison.
- Requires judgment regarding use of equipment, tools or material.

### **Specialized Skills and Abilities**

- Knowledge of methods and practices of modern water and wastewater treatment and operating procedures.
- Knowledge of functions and mechanics of plant equipment and the ability to understand electrical and pump-mechanical functions as they relate to plant operation.
- Knowledge of math, basic chemistry, and computers.
- Demonstrated pump-mechanical aptitude; ability to inspect machinery and other equipment in operations and to detect flaws and defects in operation.
- Ability to read meters and charts accurately, to maintain records, and to perform chemical analysis accurately.
- Knowledge of State and Federal rules and regulatory standards governing wastewater operations and pretreatment.
- Ability to remain calm in stressful situations.
- The ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

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To accomplish the tasks of this position, the employee will be required to utilize and operate standard trades tools (both hand held and electrical), various meters and analyzers, various types of pumps, weight scales, drying oven, microscope, computer, telephone, blower, backhoe, volt meters, and drive a vehicle.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch or crawl, and to lift up to 50 pounds; will regularly be required to stand, and walk; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, arms, talk or hear. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, fumes or airborne particles, extreme cold, risk of electrical shock, and vibration; will regularly be exposed to moving mechanical parts, and extreme heat; and will frequently be required to work in outdoor weather conditions. The noise level will be loud.

Established: 10/2005

Category: 7

Pay Grade: 15

Status: NE

Job Description Number: 7093

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