



TITLE: PRETREATMENT INSPECTOR
STATUS: Union/FLSA Non-Exempt
GRADE: Grade 14
APPROVED DATE: November 6, 2000

JOB SUMMARY:

Incumbent is responsible for conducting compliance inspections, monitoring discharge, determining discharge classification, maintaining tracking system, conducting sampling, reporting, developing and implementing compliance and education programs.

REPORTING RELATIONSHIPS:

This position reports to the Wastewater Foreman. This position does not supervise other positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs other duties as assigned.

- Inspects businesses and industries to determine nature of business, the wastewater generating process and the magnitude, type and impact of wastes produced; initiates enforcement action.
- Designs, implements and maintains enforcement tracking system.
- Develops, implements and maintains oil and grease prevention program including collection sampling and customer education.
- Develops public education materials including production of written documents, newsletter articles and brochures.
- Collects composite and grab samples from District wastewater collection system, investigates odor complaints and high strength sewage issues.
- Conducts laboratory tests on samples for temperature, PH, BOD, TSS, Chlorine Residual, priority pollutant metals, oil and grease; completes analysis and coordinates with contract laboratories.
- Reviews draft Industrial Discharge permits for compliance; makes recommendations to District staff; reviews monitoring reports to ensure compliance and maintain Industrial permits, records and reports.
- Provides technical assistance to builders, developers and businesses on discharge requirements and pretreatment options.

- Schedules and conducts flow monitoring; gathers, collects and reports information and findings.
- Maintains and services field equipment and tools.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation and maintenance of wastewater collections systems and wastewater treatment plant;
- Industrial pretreatment processes;
- Laboratory procedures and practices;
- Sampling techniques;
- Federal and State laws, rules and regulations related to pretreatment and discharge of industrial waste;
- Computer software applications;
- District resolutions, policy and standards;
- Safety rules and regulations.

Skill in:

- Writing and analyzing reports;
- Using programmable samplers;
- Reading, understanding and interpreting engineering drawings, plans and maps;
- Using computer and related software applications;
- Operating laboratory, field sampling, and flow monitoring equipment;
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers and the public; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, business owners, regulatory agencies, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years related inspection, permits monitoring and sampling experience in wastewater pretreatment or industrial pretreatment.

Education:

Associate Degree in Engineering Technology, Biology or Physical Science.

Licensing Requirements:

Possess and maintain:

- Valid Washington State Driver's License
- Industrial First Aid Card
- Washington State Wastewater Operator Certification Group I
- Wastewater Collections Specialist I Certification
- Washington State Cross-Connection Control Specialist Certification

WORKING CONDITIONS:

Duties are primarily performed in the field, in an office setting, and wastewater treatment plant with exposure to various weather conditions and temperatures, confined spaces, industrial waste discharges, raw sewage, grease, oil, chemicals, mechanical parts, electrical currents, fumes, odors, inadequate lighting, intense noise, travel and traffic.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates LLC – SMP/js

DATE: July 1999