

# City of St. Helens

Job Title: Pretreatment Coordinator  
Department: Public Works  
FLSA Status: Non-Exempt  
Union: Yes  
Date Revised: September 18, 2019

## **GENERAL PURPOSE**

Under limited supervision, manages the Industrial Pretreatment Program. Responsible for conducting and implementing requirements of the City's industrial pretreatment program in accordance with Federal, State and local regulations to control waste water discharges of industrial users of the City sewerage system.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Wastewater Treatment Plant Superintendent or designee.

**JOB DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Coordinates pretreatment activities within the City and implements the City Pretreatment policies and procedures.
- Maintains a current list of industrial users and issues industrial user survey and permit application forms. Provides assistance to industrial users in completion of such forms.
- Prepares permits and letters of notification for issuance to industrial users.
- Develops and maintains documentation necessary for the Pretreatment Program including inspection schedules and industrial user files.
- Performs inspections of industrial users including sampling, records review, spill plan review, facility inspection, and review of compliance schedules and history.
- Reviews industrial user compliance reports and investigates items of noncompliance. Maintains a list of industrial users determined to be in "significant noncompliance."
- Provides monthly reports of the Pretreatment Program status and immediate reporting of industrial user violations to the WWTP Superintendent.
- Operates and maintains monitoring equipment necessary to the Pretreatment Program.
- Prepares and serves enforcement documents to industrial users as directed by the WWTP Superintendent.
- Responds to complaints of spills, odors, and noxious fumes and provides technical assistance to City staff, police, and fire personnel to determine the source of such problems and to evaluate potential impact and develop control strategy.
- Prepares Pretreatment reports for submission to State and Federal agencies as directed by the WWTP Superintendent.
- Researches, reviews, interprets, and applies Federal and State regulations.
- Maintains considerable knowledge of industrial waste water monitoring practices as necessary in the completion of daily responsibilities.
- Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to industrial waste water monitoring operations and activities.
- Ability to establish and maintain successful working relationships with employees, other departments and the public.
- Ability to communicate effectively verbally and in writing.
- May be required to work weekends and/or be on call.

- Other duties as assigned.

## **PERIPHERAL DUTIES**

- May serve as a member of various employee committees.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by three (3) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field; and
- (b) Three (3) years of experience in wastewater treatment and collections; or
- (c) Any equivalent combination of education and experience;
- (d) Experience with pretreatment programs and industrial inspections.

### Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of laboratory procedures and practices;
- (b) Ability to work safely; and
- (c) Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

- Must possess or have the ability to obtain a valid state driver's license.
- Certification as an Oregon Wastewater Treatment Plant Operator III, or ability to obtain a Treatment III certification within six (6) months or as determined by the Superintendent. (Preferred)
- Certification as an Oregon Wastewater Collection Operator II, or ability to obtain a Collection II certification within six (6) months or as determined by the Superintendent. (Preferred)
- Trained in confined space procedures and use and containment of hazardous chemicals used. Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, sampling devices, phone, calculator, personal computer including word processing and spreadsheets, and a variety of lab equipment.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally: works near moving mechanical parts; operates work boat on wastewater lagoons and navigable waters; is exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud in field settings, and moderately quiet in office settings.

**EMPLOYEE ACKNOWLEDGEMENT**

*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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Pretreatment Coordinator job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_