

CITY OF GLENDALE

TITLE: Senior Pretreatment Inspector CLASS CODE: 946

REPORTS TO: Water Reclamation Superintendent GRADE: 22

DEPARTMENT: Utilities FLSA: N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs advanced journey level work involving the inspection of commercial and industrial facilities to ensure compliance with City and Federal waste/discharge regulations and issues citations for non-compliance. May provide lead or lead expert supervision over other workers.

ESSENTIAL FUNCTIONS:

1. Inspects Commercial and Industrial facilities for compliance with Federal, state, and local wastewater discharge regulations. Issues citations for non-compliance.
2. Installs and operates flow monitoring and sampling equipment to obtain discharge component data.
3. Explains the purpose and objectives of the industrial waste-monitoring program to City users and community groups.
4. Explains discharge requirements and pretreatment responsibilities to industrial and commercial users.
5. Data entry and maintaining Pretreatment related software
6. Determines if industrial waste permits have been issued for new construction and enforces the provisions of each permit.
7. Prepares verbal and written reports of activities and findings, as requested.
8. Coordinates operation and activities related to industrial waste and other City departments and outside inspection agencies.
9. Responds to City complaints; investigates and reports findings following established procedures.
10. Researches new regulations, methods and techniques pertaining to industrial waste and keep City departments informed.
11. Provides on-the-job training and direction to the Pretreatment Inspectors.

SECONDARY FUNCTIONS:

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Basic mathematical, chemical and biological principles, wastewater collection systems and sampling methods.

Installation, maintenance and operation of facilities used for the control of industrial waste.

Maintains compliance with federal, state, and local laws, codes, and regulations pertaining to the treatment, control, and discharge of industrial waste.

MS Access based Pretreatment software and Hansen software

Ability to:

Determine volume and content of industrial waste discharges.

Operate the tools and equipment used in waste inspection.

Read and interpret plans for industrial waste treatment and process control.

Operate computer equipment and use databases.

Prepare clear, accurate, written and verbal reports.

Establish cooperative working relationships with all types of customers and contacts.

Provide on-the-job training and direction to entry-level employees.

WORKING CONDITIONS:

Considerable time spent outdoors, walking and standing. Safely performs duties in potentially hazardous environments using appropriate safety equipment and methods. This will include working in areas of potential air contamination, exposure to toxic materials, vehicle traffic and the lifting of heavy objects during the sampling process.

MINIMUM QUALIFICATIONS:

One year of college level coursework in chemistry, chemical engineering, environmental science or water technology, and three years of experience in monitoring and sampling wastewater from commercial industries, with related public contact activities. Additional college coursework in water and wastewater technology is desirable.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Possession of a Valid Arizona driver's license.

Grade II Wastewater Collection or Wastewater Operation Certification.

Must obtain an Industrial Facility Inspection Certification within 18 months of appointment.

Some positions may require a commercial driver's license with hazardous materials endorsement, within 90 days from the date of hire.

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.