

CITY OF GLENDALE

TITLE:	Pretreatment Program Manager	CLASS CODE:	956
REPORTS TO:	Utilities Operations Superintendent	GRADE:	27
DEPARTMENT:	Utilities	FLSA:	E

JOB SPECIFICATION DATE: March 22, 2010 kad

JOB SUMMARY

Manages the City's wastewater pretreatment program including revision of that program in order to maintain compliance with new and existing regulatory requirements. Provide supervision to the Pretreatment Inspectors. Oversee the inspection of commercial and industrial waste discharges to ensure compliance with City ordinances and Federal regulations. Provide protection to the Water Reclamation Facilities through proper management of the Pretreatment Program. Maintain communication with the Federal, State and other Municipalities, on pretreatment issues in order to represent the City of Glendale and serve the public interest.

ESSENTIAL FUNCTIONS

1. Provides supervision and technical direction, training and assistance to the Pretreatment Inspectors.
2. Acts as city liaison to the other Phoenix Metro municipalities and the Sub-Regional Operating Group (SROG) on Pretreatment issues. Responsible for input regarding updates and additions to new regulations.
3. Manages the Pretreatment Program for inspections of the processing, and the content of commercial and industrial wastes to prevent discharges into sanitary sewers, which may be harmful to the sewer or sewage treatment plant, or be dangerous to the public health.
4. Provides explanations and interpretations of the City Pretreatment Program to the Utilities Director and City Administration as needed.
5. Oversees the enforcement of City ordinances, City guidelines, Uniform Plumbing Codes, federal laws and regulations regarding pretreatment processing of wastewater.
6. Administrates and manages the wastewater sampling program and maintains records required to meet regulatory requirements. Manages the calculation and collection of sewer user fees.
7. Administrates the field inspections program for waste processing equipment and helps set procedures for grease, lint, sand and oil interceptors for compliance with City codes, and monitors the issuing of citations for violations.
8. Provides technical advice on systems development and maintenance to industries producing commercial and industrial wastes.
9. Manages through the development of ordinances, the requirements that industries alter production techniques, wastewater treatment techniques or add new treatment facilities to keep their discharges within standards.
10. Based on inspection findings, oversees the determination of permit requirements.
11. Oversees the issuing of wastewater discharge permits, interim permits, compliance schedules and agreements to resolve non-compliance for industrial/commercial facilities. Initiates the procedures for monetary penalties and civil actions.
12. Develops waste control guidelines, procedures and sampling plans.
13. Prepares statistical and other reports for the Superintendent of Water Reclamation, the Utilities Director, Legal staff, local and federal agencies.
14. Oversees the management of data for pretreatment programs and databases.
15. Follows up on EPA compliance inspections, responds to findings, administrates program corrections.
16. Serves on multi-city technical advisory committee.

17. Prepares and monitors the budget pertaining to industrial waste control and provides for the equipment necessary for the Pretreatment Program.
18. Oversees the review of new construction plans and drawings for pretreatment requirements.
19. Prepares City code revisions pertaining to waste control.

SECONDARY FUNCTIONS

20. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

City ordinances and guidelines, Uniform Plumbing Code, Federal laws and regulations, and other guidelines pertaining to industrial waste control
Chemical composition of waste and the effect of chemicals on sewers and treatment plants
Environmental and Pretreatment Programs

Ability to:

Operate a personal computer
Manage testing programs to determine volume and content of waste discharges
Manage a program to conduct inspections of waste processing equipment and procedures
Deal effectively with the management and technical personnel of industrial firms in effecting compliance with waste control regulations
Read and interpret construction plans for pretreatment processing
Provide management and supervision to the pretreatment staff
Provide written reports addressing compliance with County, State and Federal regulations

WORKING CONDITIONS

Work involves office and field work, the possibility of some extensive walking, climbing up and down manholes, awkward work positions, working in heavy traffic extensive exposure to hot weather and hazards such as explosive gases, oxygen deficiency, toxic gases and infectious contaminants.

MINIMUM QUALIFICATIONS

Associate's degree in physical or environmental science, chemistry, biology, or a related field and four years of experience in industrial pretreatment regulation and enforcement including two years of lead or supervisory experience.

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

SPECIAL REQUIREMENTS

Valid Arizona driver's license

Grade II Wastewater Treatment Plant Operator Certification or Grade II Wastewater Collection System Operator Certification.

Grade I Pretreatment Inspector Certification within one year from 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.