

CITY OF GLENDALE

TITLE: Pretreatment Inspector CLASS CODE: 958

REPORTS TO: Superintendent of Wastewater Treatment Plants GRADE: 19

DEPARTMENT: Utilities FLSA: N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

This is an entry level position involving the inspection of commercial and industrial facilities to ensure compliance with City and Federal waste/discharge regulations including the issuance of citations for non-compliance. Work is performed under close supervision by a Senior Pretreatment Inspector or Pretreatment Officer.

ESSENTIAL FUNCTIONS

1. Inspect Commercial and Industrial facilities for compliance with Federal, state, and local wastewater discharge regulations, including the issuance of citations for non-compliance.
2. Install and operate flow monitoring and sampling equipment to obtain discharge component data.
3. Communicates the purpose and objective of industrial waste-monitoring program to City users and community groups.
4. Communicates discharge requirements and pretreatment responsibilities to industrial and commercial users.
5. Compiles inspection and monitoring data and enters into a database.
6. Determines if appropriate industrial waste permits have been issued for new constructions and enforces the provisions of each permit.
7. Prepares verbal and written reports of activities and findings, as requested.
8. Under close supervision, performs the operations and activities related to industrial waste and communicates with other City departments and outside inspection agencies.
9. Appropriately respond to City complaints; investigates and reports findings following established procedures.
10. Researches new regulations, methods and techniques pertaining to industrial waste and keeps City departments informed.

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.

Ability to:

Operate the tools and equipment used in waste inspection.
Operate computer equipment and use databases.
Prepare clear, accurate, written and verbal reports.
Establish cooperative working relationships with all types of customers and contacts.

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 course work in water technology chemistry, chemical engineering, environmental science, or related field. One year of public contact experience involving inspection preferably in a municipality or other government setting is also required.

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

SPECIAL REQUIREMENTS

Valid Arizona driver's license.

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

Must obtain ADEQ Grade I Wastewater Collection or Wastewater Operations Certification within one year 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.