



POSITION DESCRIPTION
CITY OF TWINSBURG WASTEWATER TREATMENT PLANT

An Equal Opportunity Employer
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JOB TITLE: INDUSTRIAL PRETREATMENT COORDINATOR
DEPARTMENT: WASTEWATER
IMMEDIATE SUPERVISOR: DIRECTOR OF WASTE WATER TREATMENT
POSITIONS SUPERVISED: NONE
STATUS: FULL-TIME, NON-EXEMPT, BARGAINING UNIT

JOB RESPONSIBILITIES:

Operates vehicles and other plant equipment.

- Recommends the purchasing of supplies, equipment and Capital items.
- Assists with treatment plant operation.
- Implements all actions required by both state and federal pretreatment rules as described in the City’s NPDES Permit 3PD00039*MD.
- Interacts with public and industrial clients in a responsible and courteous manner.
- Performs, as necessary repairs on sampling equipment used in implementing the pretreatment program as described above.
- Master control of the OpsWin Database which holds all lab and operational data.
- Coordinates pretreatment sampling with laboratory ability to analyze collected samples.
- Keeps pretreatment program records in an organized fashion.
- Implements safety procedures associated with pretreatment actions.
- Participation in all City-sponsored training opportunities.
- Performs other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to ensure that individuals with disabilities are able to perform the essential functions.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, general business periodicals, professional journals and technical procedures, and governmental regulations.
- Ability to write routine reports and correspondence with accuracy. Ability to communicate effectively. Must create and maintain accurate records.
- Ability to work with mathematical concepts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to recognize potentially unsafe conditions and behaviors and correct them in a positive and appropriate manner. Ability to work independently without close supervision in carrying out pretreatment program duties and responsibilities.
- Must be able to interpret and apply Federal and State regulations. Must be able to recognize and respond appropriately to safety warnings.
- Ability to apply approved methods of wastewater sampling, preservation and analysis requirements including procedures to ensure safety of monitoring personnel;
- Develop and maintain effective working relationships with coworkers, management and people outside the plant.
- Working knowledge of safety practices in the operation of electrical and mechanical equipment associated with wastewater treatment and principles, practices, methods and equipment used in wastewater treatment operation and maintenance.
- Must possess and maintain a valid State of Ohio driver's license with an acceptable driving record.
- Must be eligible to work in the United States.
- College degree (Bachelors) in Biology or one of the Environmental Sciences, including college level chemistry coursework.
- Wastewater experience and licensing preferred but not required. Ability to obtain a Class I Wastewater License within three (3) years.
- Ability to use computer functions, including but not limited to Microsoft applications; ability to develop and update databases.
- Ability to analyze data retrieved from information.
- Regular attendance.
- Must be able to work in a variety of conditions, including but not limited to, working indoors and outdoors and accessing areas of the worksite.

WORKING CONDITIONS: 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 position, the employee is regularly exposed to wet and/or humid conditions and hot and cold outdoor temperatures. The employee occasionally works near moving mechanical parts and in outside weather conditions, The employee occasionally works in high, precarious and/or confined places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, risk of radiation, and vibration. The employee will be exposed to machinery and equipment with moving mechanical parts. The employee may have to climb and descend ladders, stairs or scaffolds and may have to work in areas with limited means of ingress and egress.

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The majority of the work environment will consist of normal office conditions however, while performing the duties of this job, the employee is regularly required to stand, sit, walk, reach with hands and arms, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl and taste and smell. The employee will frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

The noise level in the work environment is usually loud.