

POSITION DESCRIPTION

TITLE: Pre-Treatment Coordinator

LOCATION: Lucas County Water Resource Recovery Facility (WRRF)
5758 North River Road
Waterville, Ohio

HOURS: 7:00 a.m. to 3:30 p.m., Monday - Friday
(some overtime required)

RATE OF PAY: Grade 24

STATUS: Bargaining Unit **FLSA:** Non-Exempt

GENERAL SUMMARY:

Under general direction from the Facility Manager, Assistant Facility Manager, or his/her designee, responsible for administration of the County's industrial pre-treatment and biosolids management programs.

ESSENTIAL JOB FUNCTIONS:

- Monitors wastewater discharges of industrial, commercial, and other non-domestic users of the sanitary sewer system. Conducts regular inspections and collects samples to ensure compliance with Federal, State, and local regulations. Maintains equipment relating to these functions.
- Tracks non-domestic discharger compliance with County regulations and recommends enforcement action where necessary; follows up to ensure program goals are being met.
- Serves as liaison between County, contract communities, and industries in the operation and enforcement of the County pre-treatment program.
- Administers the County biosolids program and monitors associated recycling sites. Over-sees the actions of contract biosolids service companies to ensure that the County's biosolids are handled in accordance with State and Federal mandates and guidelines. Monitors land application program sludge application sites.
- Maintains files relating to the industrial pre-treatment and biosolids programs, including cost accounting procedures. Prepares reports as required by the County, the USEPA, and Ohio EPA. Keeps current with new Federal and State regulations as they become available.
- Assists in ensuring compliance with the reporting requirements of the Ohio SERC.

- Assists in maintaining adequate inventory of various treatment chemicals.
- Uses and maintains hazardous gas detection instruments used at the WRRF, may participate in confined space entry situations.
- Assists chemists in laboratory and performs plant related analysis in absence of a chemist.
- Performs additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor degree with major in chemistry, environmental science, or related science;
- Or an associate's degree and two (2) years experience in industrial pre-treatment or laboratory analysis.
- Wastewater Class II license or ability to obtain within three (3) years.
- Valid Ohio driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of United States Environmental Protection Agency (USEPA) and Ohio Environmental Protection Agency (OEPA) pre-treatment regulations.
- Ability to use computer with database management system and accounting systems.
- Excellent communication skills and writing ability.
- Knowledge of and familiarity with USEPA and Ohio EPA sampling techniques and analytical procedures.

UNUSUAL WORKING CONDITIONS

- May require some overtime.
- May require some travel.

I have read and understand this position description

Signature

Date