

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Industrial Pretreatment Coordinator	<b>Job Code:</b> 2522
<b>Date:</b> February 15, 2024	<b>EEO Code:</b> TE
<b>FLSA Designation:</b> Non-exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is technical work in industrial pretreatment waste inspection and regulatory control in the Water Reclamation Plant.

**CLASSIFICATION STANDARDS:** The position allocated to this classification is responsible to the Environmental Laboratory Manager and performs assigned tasks under general supervision. This work is distinguished by its emphasis on industrial, commercial, and residential pretreatment waste duties.

**ESSENTIAL DUTIES:** Conduct scheduled inspections of industrial and commercial facilities, wastewater treatment plant, wastewater collection system, sewer lines, and water treatment plant; take waste discharge samples from industrial users to insure compliance with federal, state, and local laws, rules, and regulations; enter tanks, sewer holes, and vaults to inspect, sample, and install and remove monitoring equipment; collect and preserve field samples including greases/oils, metals, and Biological Oxygen Demand (BOD) for laboratory analysis using 40 CFR 136 lab regulations; measure field samples for pH; use samples to create local limits; determine appropriate Environmental Protection Agency standards, issue violations, determine compliance schedule, and resolve non-compliance issues; investigate complaints, problems, or potential violations regarding oil, grease, traps, reuse, or sewage disposal systems; maintain remote sampling equipment; summarize sample results for billing; identify ways to eliminate spill pathways for industrial users; record and track industry compliance; maintain and enforce the Fats, Oils, and Grease (FOG) program to eliminate or minimize sewer line buildup; provide outreach and education on FOG program, including inspections of grease interceptors and traps; assist industries in identifying and handling hazardous materials in their waste streams; may perform limited residential wastewater inspection and educational outreach.

Review baseline monitoring reports and approve wastewater contribution permit applications according to local, state, and federal requirements; coordinate with City engineers to review construction drawings for sewer-related discharges and assist in determining modifications; prepare billing for waste haulers; review waste manifests; conduct wastewater review on business licenses, new construction, and remodels; issue or reissue permits or other control measures; maintain accurate computerized files, inspection reports, correspondence, and other related documents; prepare quarterly reports for the Utah Department of Water Quality; respond to state audits; make presentations as needed; provide to and coordinate assignments, projects, and other pretreatment duties for Industrial Pretreatment Inspector; provide guidance and assistance to Industrial Pretreatment Inspector; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Associate's Degree in Biology, Chemistry or closely related field and 2 years of experience in industrial pretreatment **OR** an equivalent combination of job-related education and experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

**License(s)/Certification(s):** A valid, lawful Driver License is required. Must obtain Utah Wastewater Treatment Operator Grade II or Wastewater Collection System Operator II Certificate



within two testing periods after hire and a Utah Flagger Certification within 6 months after hire. Wastewater Treatment Grade III or Collection System Operator III certification or higher preferred.

**SELECTION FACTORS:** *Knowledge of:* chemistry and effects of chemicals upon water reclamation plants; federal, state, and local regulations pertaining to wastewater and industrial waste disposal; industrial user facility, process operations, wastewater characteristics, and treatment system; work zone traffic control guidelines; safety practices. *Skill in:* using mathematical calculations; performing duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; interpreting plans and blueprints; interpreting technical data; preparing analytical reports and analyzing test results; using software to prepare correspondence and documentation to business and regulatory agencies; identifying hazardous materials; practicing trust-building behaviors. *Ability to:* perform calculations to determine process loadings, flows, local limits, and surcharges; configure and interpret Excel spreadsheets; communicate effectively both orally and in writing; work independently with little or no direct supervision; present matters clearly and persuasively before public bodies and management as needed; provide guidance to and assign work to lower-level pretreatment employees; develop and maintain effective working relationships with the public, business owners, coworkers, and superiors; exercise independent judgment while evaluating situations and complex problems; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Pickup truck, flow meters, automatic water samplers, gas monitor, pH meter, varied hand tools, job-related hand-operated field sampling equipment, sewer hole equipment holders, laptop computer, and other job-related items.

**PHYSICAL DEMANDS:** Requires sufficient strength and agility to enter vaults and tanks and install and remove monitoring equipment, lift up to 75 lbs., bend, reach, climb stairs, work in tight quarters, stand for extended periods, and other physical job-related tasks.

**ENVIRONMENTAL FACTORS:** Requires working in heavy traffic, confined spaces, inclement weather conditions, loud industrial noise areas, and with chemicals, bases, acids, hazardous wastes, toxic gases, and infectious wastes. May include exposure to high-stress situations or environments including meeting strict deadlines, contact with the public in confrontational or uncomfortable circumstances, and other stressful conditions related to the workplace. *Note: Employees of this classification are subject to on-call status.*

  
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Department Director

2/14/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

2/13/2024  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.