

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Industrial Pretreatment Inspector	Job Code: 2521
Date: February 15, 2024	EEO Code: TE
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is technical work in industrial pretreatment waste inspection and Fats Oils and Grease (FOG) inspection.

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: Locate, identify, inspect, and monitor food service establishments (FSEs) for compliance with applicable regulations and permit requirements; prepare inspection reports and verify compliance; prepare Fats, Oil, and Grease (FOG) Best Management Practices guides for FSEs to educate and promote compliance; inspect commercial users for compliance with applicable regulations, proper grease interceptors/traps operation, oil and water separators; compile evidence for illicit discharges and verify maintenance conducted per permit requirements; assist with creating and maintaining FOG Enforcement Response Plan; manage assets using asset management software; search Provo utilities/GIS/CityView databases; answer customer calls/inquiries; educate customers on ordinance and permit requirements; meet with customers as required; prepare and transmit code violation correspondence; research internal and external document requests; canvas City sanitary sewer system for new and existing industrial users, commercial users, privately owned collection, and transmission systems for permitting program inclusion; review permit applications and prepare proper documentation; initiate and implement enforcement actions for users in non-compliance with applicable state and local regulations; compile statistical data; maintain database of inspections, findings, and reports to Industrial Pretreatment Coordinator; assist in completing industrial waste survey; assist with enforcement activities including inspections, sampling, field monitoring, documentation, program reviews, and testifying; perform special assignments, such as sewer flow measuring and new regulation review; collect and preserve samples from locations which may include industrial and commercial facilities, water treatment plant and distribution systems, wastewater treatment plant and collection systems, individual sewage disposal systems, oil and grease interceptors, storm water monitoring points and reservoirs, streams, and ditches; conduct chemical sampling and analyses; troubleshoot equipment using technical manuals, manufacturer's support, judgment, or experience; perform routine cleaning and decontamination/disinfection of equipment and facility; confer with and provide technical assistance to local public agency employees regarding assignment area; assist in responding to citizen inquiries/complaints about water quality and other environmental concerns; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma and 2 years of experience in wastewater systems or wastewater treatment **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 Grade I Wastewater Treatment Operator or Wastewater Collection System Operator I Certificate within

two testing periods after hire and a Utah Flagger Certification within 6 months after hire.

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 precision and accuracy using standard written procedures conduct chemical sampling and analyses 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:* 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; 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 job-related physical 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.*



Department Director

2/14/24

Date



Mayor/Chief Administrative Officer

2/15/2024

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.