



City of Casa Grande

Industrial Pretreatment Coordinator

GENERAL PURPOSE: Under general supervision, performs skilled technical work in the regulation, inspection and analysis of industrial and commercial waste discharges in compliance with City ordinances and permit requirements.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects industrial and commercial facilities to determine compliance to regulations; collects data on industrial discharge, waste disposal, and treatment equipment and processes; performs statistical analysis of data compiled from multiple sources to confirm accuracy of data reported and data collected.
- Monitors permitting process, and coordinates permit issuance and renewal.
- Monitors industrial and commercial wastewater discharges to determine compliance with Federal, state and local regulations and permit requirements.
- Monitors periodic reports from significant industrial users and categorical users.
- Issues notices of violation of permit conditions and local and federal regulations.
- Creates and maintains files of inspection reports, sampling reports, violation records, quality assurance records and other written correspondence.
- Participates in the review of commercial/industrial architectural and engineering plans for conformance with the requirements of plumbing codes, city ordinances and local and Federal regulations.
- Explains the purpose and objectives of the industrial/commercial waste treatment program to managers, architects, engineers, contractors and citizens; coordinates communication of issues and processes with local industries.
- Maintains department files and technical library; collects and compiles statistical data; develops and creates a variety of technical and statistical reports; updates manual and computer records and tracking systems; creates special and summary reports.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Environmental Science, Chemistry or related field, and one (1) year's experience in water/wastewater programs; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of Federal, state and local rules and regulations governing the treatment, control and discharge of industrial and commercial waste.
- Knowledge of the installation, maintenance and operation of pretreatment facilities used for the control of industrial/commercial wastes.
- Knowledge of the techniques of water/wastewater sampling, testing and data review.
- Knowledge of the principles of record keeping and records management.

- Skill in reading and interpreting plans, blueprints and technical data for commercial waste treatment and process control.
- Skill in reading, interpreting, understanding and applying technical standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in preparing analytical reports and interpreting test results.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

Special Requirements: Possession of a Valid Arizona Drivers License; Grade 1 Wastewater Treatment Plant Operator's certification from the Arizona Department of Environmental Quality; additional specific technical training or certifications may be required.

Physical Demands / Work Environment: Work is performed outdoors and in standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.