

CITY OF PORT ANGELES POSITION DESCRIPTION
Public Works & Utilities/Wastewater

WASTEWATER - SOURCE CONTROL COORDINATOR

NATURE OF WORK: Under general direction of the Wastewater Division Superintendent, plans, organizes, directs and performs the operation and maintenance activities of the city's sewer industrial pretreatment program, coordinates and performs lab activities and sampling to comply with Department of Ecology permits, and performs assigned permit administration and inspections.

ESSENTIAL FUNCTIONS: The following duties are not inclusive of all duties and the incumbent performs other related duties as required.

1. Develops and implements industrial pretreatment monitoring, surveying, inspecting, sampling activities for industrial dischargers in compliance with regulatory requirements, informs dischargers of such regulations.
2. Drafts and issues industrial waste discharge permits, follows up with annual compliance inspections.
3. Performs noncompliance investigations that may require random sampling, inspections, notice of noncompliance and enforcement actions. Assists in making recommendations for compliance.
4. Performs educational activities for pretreatment and source control with the workforce and public.
5. Maintains computerized technical records and analysis of data for all the pretreatment and laboratory system. Assists in the preparation of required reports to regulatory agencies.
6. Coordinate activities and perform laboratory sampling and analysis to comply with required NPDES permit. Develop, maintain and comply with Department of Ecology required Laboratory Quality Assurance/Quality Control Manual.
7. Compares laboratory results against standards and interprets results for treatment plant and system conditions.
8. Participates with the Superintendent in the administration of the wastewater NPDES permit and the Port Angeles Landfill post-closure activities.
9. Trains new employees assigned to the work area. Ensures that safety precautions and procedures are followed and instructs subordinates.
10. Prepares estimates and purchases of materials.

PHYSICAL DEMANDS: Work is performed in all weather conditions and is some physical labor requiring bending, stooping and lifting of 25-50 pound objects; and use of a PC work station.

QUALIFICATIONS: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Associate degree or equivalent certification training in Engineering Technology, Biology, Chemistry, Physical Science, Wastewater Treatment, or Laboratory Processes.

Experience: Five (5) years of progressively responsible work experience in a wastewater utility,

industrial pretreatment or analytical laboratory specializing in water, wastewater, or industrial testing. Two (2) years experience in wastewater or industrial pretreatment desired. One year of supervisory or lead worker experience preferred.

Certifications: Possession of a valid certification equivalent to a Washington State Wastewater Operator 2 certification or higher or possession of a certification for laboratory analyst for water or wastewater desired.

Possession of a valid first aid card or ability to obtain within 3 months.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, State and local laws and regulations relative to wastewater collection, operations, and laboratory
- EPA and Washington State DOE NPDES permit requirements relating to Industrial wastewater pretreatment programs
- Composting process and permit requirements governing compost use.
- Leachate process and applicable rules and permit requirements. Knowledge of applicable safety regulations and practices, including departmental and city work rules and regulations.
- Computers for data analysis of pretreatment programs, as well as maintenance programs.

Ability to:

- Communicate effectively, verbally and in writing, and make public presentations to various community groups.
- Plan, organize, coordinate, and effectively perform the work of the City’s Source Control Program and Wastewater Division Laboratory.
- Operate and maintain various hand and power tools, automatic samplers and flow measuring equipment
- Work in and during inclement weather and objectionable environments and confined spaces
- Establish and maintain an effective working relationship with fellow employees and the general public.
- Intermediate computer skills with the ability to use several different software programs, including spreadsheet applications and word processing.
- Perform mathematical calculations to evaluate program effectiveness.

Established: 5/8/98 (Water Quality Specialist)

Dates Amended: 8/08 Title Change, 7/10 change in Qualifications

Representation: AFSCME #1619

APPROVAL SIGNATURES

Department Director _____

Date _____

Human Resources Manager _____

Date _____

City Manager _____

Date _____