

CITY OF SEDALIA, MISSOURI

Job Description



Job Title: Pretreatment/Stormwater Coordinator

Department: Public Works

Supervisor: Public Works Supervision Structure

Date: May 2016

FLSA Status: Non-Exempt

Position No.

PW/25

Random Substance Testing: Y

Job Summary:

This job is responsible for technical work in monitoring, evaluating, enforcing and overseeing all aspects of the City's Industrial Wastewater Pretreatment and Stormwater Programs as well as performing other related duties, as assigned. The pretreatment component includes working closely with local industry to obtain surveys, performing inspections to insure compliance with City ordinances and state and federal regulations and laws. City ordinances or federal/state laws and regulations may require industries or commercial businesses to pre-treat their wastewater before discharging to the City sewer system within specific limits. This position is responsible for drafting industrial wastewater discharge permits. The stormwater component includes overseeing the completion of planned activities, reviews/audits, data collection and reports on various tasks required to maintain permit compliance. Work will include sampling and flow monitoring.

Job Scope:

The scope of this position is to coordinate the wastewater permitting process for industrial users and coordination of activities to ensure compliance with the United States Environmental Protection Agency's (US EPA's) National Pollutant Discharge Elimination System's (NPDES's) Municipal Separate Storm Sewer System (MS4) Program, which governs stormwater permits, discharges, and related environmental regulatory requirements. Successful performance helps ensure that local industries comply with local, state, and federal environmental regulations and that the City is in compliance with MS4 requirements.

Essential Duties and Responsibilities:

1. Inspects a variety of industries that discharge industrial wastewater into the city's wastewater collection system which may include significant industrial users, categorical users, and other entities.
2. Inspects a variety of municipal and private facilities for illicit discharge potential.
3. Tabulates and compiles data in an accurate, clear and concise manner.
4. Writes and prepares a variety of reports, including the monthly, quarterly and annual industrial pretreatment reports to industries and regulatory agencies, and publishes the results of inspections on a monthly basis.
5. Drafts and prepares for review by department management industrial wastewater discharge permits.
6. Maintains field lab analysis equipment used by the position.
7. Meets with industry personnel regarding the city's industrial pre-treatment program; writes memos and reports, including drafting of the annual industrial pre-treatment report.

8. Collects wastewater, (industrial and domestic), storm water samples, enters information on chain of custody forms, and delivers samples to the city's laboratory.
9. Evaluates sample results for compliance and, as necessary, prepares industrial user enforcement actions for implementation by the City
10. Installs, programs and monitors flow monitors in the city's wastewater collection system; creates data reports from flow monitoring data and forwards reports to interested parties.
11. Attends and assists in meetings with US EPA and/or MDNR officials relating to audits relating to wastewater treatment, industrial pre-treatment and stormwater collection.
12. Assists with planning and coordinates activities to implement the City's NPDES' MS4 Program to achieve and maintain compliance.
13. Maintains accurate, clear, and concise records for the NPDES database and coordinates activities being performed by other departments/divisions.
14. Conducts investigations of stormwater ordinances, NPDES permit violations, illicit discharges, illegal dumping and related violations and/or enforcement procedures.
15. Develops and assists in implementing the enforcement activities specified in the City's NPDES permit.
16. Ensures compliance with applicable standards and requirements as set forth in the NPDES Permit through monitoring of projects, policies and procedures related to management, operation and maintenance of the City's municipal separate stormwater system.
17. Makes recommendations for modifications to city ordinances and/or works with contract engineer to implement standards relating to stormwater management.
18. Performs field inspections of the City maintained stormwater system to verify their proper operation and maintenance.
19. Develops, implements and conducts stormwater public education programs for the public, schools and businesses.
20. Submits to supervisor recommendations on stormwater related operating and capital items for inclusion in the annual budget.
21. Assists in handling complaints and questions from the public regarding surface water quality issues.
22. Performs related work as required.
23. Comes to work on time, gets along well with others, manages time efficiently and promotes utility efficiency.
24. Follows all safety rules established by the City of Sedalia and/or the wastewater manager.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED.
2. Must meet one of the alternatives listed in the table below.
3. Prefer individuals with working knowledge of US EPA, DNR, and local regulations related to MS4 permitting and industrial pre-treatment programs.
4. Hold a valid Missouri driver's license.
5. Must agree to be subject to random drug screen throughout employment.

Alternative 1	Alternative 2	Alternative 3	Alternative 4	Alternative 5	Alternative 6
Four (4)-year college degree in allied fields (for example environmental sciences, biology, chemistry and engineering)	Two (2)-year Associate Degree in allied field (for example, environmental health/science, biology, and chemistry)	Missouri Class D Wastewater Treatment Plant Operator	Missouri Class C Wastewater Treatment Plant Operator	Missouri Class B Wastewater Treatment Plant Operator	Missouri Class A Wastewater Treatment Plant Operator
Condition of employment: Required to obtain a Missouri Class D Treatment Plant Operator Certification within 1 year of employment	Condition of employment: Required to obtain a Missouri Class D Treatment Plant Operator Certification within 1 year of employment	2 years of experience in industrial pretreatment.	1 year of experience in industrial pretreatment.		

Necessary Knowledge, Skills, and Abilities:

1. Ability to use a computer and the following programs (or their equivalent); Microsoft Word, Excel, Access and Power Point.
2. Ability to communicate both orally and in writing in an articulate fashion.
3. Ability to develop and present programs related to both stormwater management and pretreatment program management in a training or conference setting.
4. Knowledge of stormwater MS4 permitting standards.
5. Knowledge of industrial pre-treatment rules and regulations.
6. Ability to work with the public in the following situations; classroom instruction, business inspections, investigating illicit discharge(s), presentations on stormwater issues to both peers and public, and meetings with EPA and/or MDNR staff. (These are examples of types of activity involved with the job).
7. Understand the process of issuing permits and essential program elements. (i.e. what qualifies a business to have a discharge permit, the required testing and frequency).
8. Working knowledge of laboratory practices, quality control and quality assurance.

Guidelines:

1. City ordinances, department policies and procedures and any comprehensive plan approved for implementation by the City.
2. Guidelines include federal Environmental Protection Agency and Missouri Department of Natural Resources laws and regulations.
3. OSHA standards and the safety manual for the City of Sedalia.

Complexity:

The work consists of the following: inspections, screenings, water quality testing, audits, writing supportive documentation and reports, and educating including through training sessions various businesses in either classroom or in a one-on-one setting. The work also interacts with a variety of people in a myriad of situations which may become stressful. The job requires the ability to

perform field work in and around manholes, basins, chambers, vaults and other associated wastewater treatment facilities and equipment.

Principal Working Relationships:

1. Co-workers and other city employees.
2. State and federal agency officials and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, negotiate, or settle matters.

Supervisory and Management Responsibility:

Functional supervision over Wastewater Treatment Operators and Equipment Operators to obtain necessary samples or inspections.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color. The work requires the use of protective devices such as masks, goggles, and gloves. On an infrequent basis, the employee may be required to use self-contained breathing apparatus (i.e., SCBA).

Work Environment:

The work is typically performed in an office, municipal facilities, industrial pre-treatment facilities, stormwater and wastewater structures, and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather.