

**Industrial Pretreatment Specialist
Pretreatment Department**



**Full-Time/Non-Exempt
Career Range: \$29.89- \$42.13/hour (DOQ)**

South Fort Collins Sanitation District

Revision Date: February 2023

Approved by District Manager: 

Approved by Human Resources: 

General Purpose:

The Industrial Pretreatment Specialist for the South Fort Collins Sanitation District (the District) is responsible for implementing the District's Industrial Pretreatment Program pursuant to established policies and procedures. Reports directly to the Regulatory Compliance and Collections System Manager.

Essential Functions:

- Follows established procedures in implementation of the Industrial Pretreatment program in compliance with federal and state regulations.
- Maintains paper and electronic records for the District's pretreatment program.
- Queries billing and GIS sequel databases to identify non-residential customers.
- Conducts District pretreatment activities, which may include directing other staff on occasion.
- Manages a monthly and annual Pretreatment Program calendar of activities and ensures that activities are completed in a timely fashion.
- Tracks compliance with oil and grease interceptors and sand / oil interceptors and inspects as needed.
- Conducts customer facility inspections within the service area for chemical processes, plumbing configuration and compliance with pretreatment program requirements, including physical controls and administrative documentation.
- Operates and maintains all equipment pertaining to wastewater flow monitoring and sampling systems.
- Collects samples used to monitor the chemical analysis of wastewater and delivers to the lab following appropriate chain of custody procedures.
- May assist in sewer construction inspection oversight, as needed.
- Other duties as required and necessary to ensure the success of the organization.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act in a manner in support of the District's mission, vision, and values.
- Ability to consult with others in the department and interpret printed or electronic data daily.
- Ability to read and interpret State and Federal laws, regulations, and guidelines regarding industrial pretreatment for treating water and/or wastewater from commercial and industrial sources.
- Ability to read and interpret laboratory procedures and instructions, calculate solutions, analyze results.
- Knowledge of wastewater chemistry, laboratory equipment and procedures.

- Ability to work safely around and with hazardous material.
- Ability to communicate with industries, and regulatory agencies, both in writing and orally.
- Ability to learn Wastewater Treatment Plant operations and control of the equipment.
- Ability to read and interpret meters, gauges, and scales.
- Ability to calculate dosages that affect equipment changes to control wastewater flow.
- Ability to obtain the knowledge to analyze and operate Wastewater Treatment Plant equipment.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation.
- Must have a valid driver's license.

Material and equipment directly used:

- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Microsoft Office Suite
- MS Server/SQL.
- Chemistry/sampling equipment.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to reach for and lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Work primarily involves a high degree of visual and/or mental concentration.
- Moderate physical activity required by handling objects up to 50 pounds occasionally and/or up to 20 pounds frequently.

Education:

- Degree in Environmental Engineering, Environmental Science or in a scientific field related to the job is preferred.

Experience:

- Two (2) years of experience in industrial pretreatment is preferred.
- Experience and/or certification in wastewater treatment or collections operations strongly preferred.
- Knowledge of Microsoft Office Suite (Word, Excel, Outlook) is required.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is generally performed in an inside environment including office and manufacturing settings. May include occasional exposure to operating machinery, loud noises and non-airconditioned areas.

- Occasional exposure to work areas containing chemical waste streams.
- Work may involve assisting with performing sampling and calibration of equipment in difficult areas such as sewer manholes.
- Ability to use gas monitoring equipment, safety tripod and harness and any other required safety equipment for entering both high and low hazard confined spaces for either plant.
- Personal Protective Equipment (PPE) required including cold weather gear, eye protection, gloves, and provided uniform.
- Maintains a clean and safety-conscientious working environment
- Travel to customer locations on a regular basis is necessary.

Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

Printed Name

Date

Signature