

SEWAGE PRETREATMENT ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the monitoring and control of industrial wastewater discharges, with overall responsibility for maintaining applicable Federal and State industrial pretreatment standards. In addition, the administrator is responsible for the proper functioning of a wastewater treatment laboratory, supervising and/or performing all required chemical, biochemical and biological sampling and analysis. The incumbent reviews and makes recommendations as needed for the following: general operation of the wastewater facility pertaining to the biological processes of the facility, solids handling and disposal and overall compliance with all State and Federal requirements. The incumbent may supervise subordinates and is under the general direction of the Chief Water Treatment Plant Operator.

TYPICAL WORK ACTIVITIES:

Oversees the overall functions of an environmental laboratory for process control and compliance with New York State and United States Environmental Protection Agency (USEPA) permits, including compliance with all aspects of the National Environmental Laboratory Accreditation Conference (NELAC) Programs;

Performs and assists in the sampling and collection and analysis of samples for wastewater, groundwaters, surface waters, sludges and industrial wastes, using USEPA approved methods for chemical, biochemical and biological analysis;

Reviews analysis results of all sampling, including industrial wastes;

Develops, receives and reviews compliance schedules;

Determines applicability of USEPA Categorical Standards to local industrial dischargers;

Receives notification of slug loads or accidental spills and takes appropriate action;

Prepares documents for public notification and participation;

Reviews Discharge Permit applications and ascertains discharge conditions;

Updates Industrial Chemical Surveys on a regular basis;

Conducts Headworks Analysis and related studies and makes recommended changes to the Sewer Use Ordinance;

Maintains proper records and assists in the completion of required reports for the Wastewater Treatment Facility;

Meets with industrial personnel to explain federal regulations;
Assists in the development and implementation of the user charge system;
Develops and maintains discharge permits for industrial discharges;
Formulates and conducts industrial monitoring and inspection tasks;
Reviews Industrial Users' Self-Monitoring Reports;
Investigates instances of non-compliance of discharge of regulated elements at the source.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of all Industrial Pretreatment, NELAC Compliance, State Pollution Discharge Elimination System (SPDES) permitting, solids handling and disposal regulations;
Thorough knowledge of chemistry and wastewater treatment processes;
Ability to sample and analyze a variety of environmental samples, including industrial wastes;
Ability to monitor laboratory equipment and oversee purchase and installation of new equipment and instrumentation;
Ability to enforce all applicable industrial pretreatment standards;
Ability to communicate well, both orally and in writing;
Ability to read, understand and interpret technical documents;
Ability to supervise subordinates;
Strong management skills;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in chemistry, biology or an environmental science, with a minimum of 16 credit hours in chemistry and two years of experience involving wastewater treatment, wastewater and environmental chemistry, process controls and monitoring and sampling of industrial wastes.