

## **LEAD INDUSTRIAL PRETREATMENT INSPECTOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Lead Industrial Pretreatment Inspector performs lead duties over Industrial Pretreatment Inspectors who perform technical duties in the inspection of industrial, commercial waste storage, wastewater metering stations, and discharge to ensure compliance with ordinances and state and federal requirements. Lead duties include: creating sampling schedules; scheduling/assigning sampling work to staff; timekeeping and work coordination; training new staff or current employees on new procedures; reviewing reports for accuracy; handling and troubleshooting escalated issues and concerns, and referring to the Industrial Pretreatment Supervisor, when necessary; streamlining processes and procedures using technology (example: databases and spreadsheets); and providing technical field knowledge in inspections; and providing input in preparation of written performance appraisals. In addition, this class performs the following duties: coordinating with staff from the Town of Gilbert and Town of Queen Creek in order to prepare and submit annual reports for the Green Field Water Reclamation Plant (GWRP) to the Environmental Protection Agency (EPA) and Arizona Department of Environmental Quality (ADEQ); ordering equipment and supplies (example: flow meters, sampling supplies, etc.); oversight of the Commercial Inspection Program (example: inspect commercial properties for grease interceptor, proper records, pumping schedules, assessing storm water issues, etc.) including review of industrial preliminary surveys, assigning inspections to Industrial Pretreatment Inspectors, tracking and identifying commercial inspections, and reviewing reports, etc.; and provide oversight and train employees on pre-logging sampling tests in the Laboratory Information Management System (LIMS). This class is also responsible for performing duties associated with the Industrial Pretreatment Inspector classification which includes developing and conducting public outreach and education activities; inspection of industrial, commercial, and storm-water discharges; drafting inspection reports and enforcement actions; drafting industrial wastewater discharge permits; and participating in compliance hearings. Additionally, incumbents are responsible for determining City of Mesa facilities compliance and conducting capacity studies for engineering projects. Conduct field tests for acidity, alkalinity, chlorine demand, hydrogen sulfide, and other factors to determine if waste discharge causes deterioration of sewage facilities or pollution and contamination of surface and underground waters. Work in the industrial waste program involves continual learning in order to understand and stay current on the industrial and commercial pretreatment processes locally and nationally so that recommendations can be made to the industries. Employees work within an environment wherein the City prefers gaining voluntary compliance even though the City is inspected by the federal government on its willingness to apply sanctions for non-compliance. Employees in this class perform related duties as required.

**Distinguishing Features:** A Lead Industrial Pretreatment Inspector performs all of the duties required of the Industrial Pretreatment Inspector and is distinguished from this class by the lead responsibility. Incumbents in this classification are supervised by the Industrial Pretreatment Supervisor. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in pretreatment programs, industrial and/or commercial waste, wastewater operations, or closely related area. Good (1 - 3 years) experience in a lead or supervisory capacity. Personal computer (PC) experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must possess a Grade II Wastewater Collections Operator **OR** Grade II Wastewater Treatment Operator **OR** Grade II Water Treatment Operator Certification from the ADEQ by application date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must obtain a 40-hour HazWoper Certification, as per the Occupational Safety and Health Act (OSHA), within one (1) year of hire or promotion date, and must attend an 8-hour HazWoper refresher course annually to maintain this certification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Post high school coursework in chemistry, water and wastewater technology, or drafting is desirable. A Grade III Wastewater Collections Operator **OR** Grade III Wastewater Treatment Operator **OR** Grade III Water Treatment Operator certification from ADEQ is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the public, City employees, external customers to explain the requirements of the Industrial Pretreatment Programs required by the City of Mesa. Presents ideas clearly, both verbally and in writing, to share acquired knowledge, negotiate outcomes, discuss alternatives, and address problem/conflict situations. Communicates and coordinates work activities within the Industrial Pretreatment Section. Informs the general public of regulations and requirements of City codes. Maintains good working relationships with local industrial officials by providing information regarding regulations, assisting in the completion of compliance questionnaires, answering general questions, etc., to encourage cooperation and promote the overall efficiency of the pretreatment program. Prepares inspection reports, analytical results, and letters to businesses regarding inspection findings to communicate the required corrections and document the findings. Responds to complaints and questions from citizens, other departments, and county and state agencies. Assists with and conducts education activities to inform on the proper uses and disposal of hazardous wastes.

**Manual/Physical:** Reviews the work of and provides direction to Industrial Pretreatment Inspectors involved in performing sampling and monitoring duties for both industrial and commercial facilities. Prepares schedules and assigns work to staff; reviews timekeeping and work coordination; trains staff on both technical work and equipment. Provides input in preparation of written performance appraisals. Monitors industrial wastewater discharges using automatic sampling equipment and standard sampling methods to determine compliance with federal and local regulations. Samples the collection system, industries, and wastewater metering stations for Biological Oxygen Demand (BOD) and suspended

solids. Conducts routine inspections of industrial facilities to update wastewater discharge information, determine changes in manufacturing processes, determine compliance with various environmental regulations, and determine the applicability of federal and local regulations. Monitors wastewater flow quantity using mechanical and ultrasonic flow recorders, and interprets data by mathematical analysis to determine line capacities and hydraulic characteristics of the municipal sewage collection system. Inspects grease trap and oil interceptor dimensions, specifications, operation, and maintenance on businesses connected to the collection system to determine if they are in compliance with the City wastewater regulations and plumbing codes. Surveys new businesses to determine applicability of ordinances and regulations. Measures distances to set up flow monitoring and sampling equipment. Installs sampling and flow monitoring equipment in order to monitor wastewater discharges. Calibrates and operates air monitoring equipment to determine exposure to toxic and/or hazardous environments. Operates a pickup truck and one-ton van requiring a standard Arizona Driver's License to perform fieldwork and business inspections. Enters data into a personal computer to update computer files, prepare inspection reports, and prepare correspondence. Uses common hand tools. Cleans work area and equipment. Moves heavy (50+ pounds) objects such as manhole covers and full samplers for distances of up to 15 feet. Digs holes using a pick to uncover and open manholes. Mixes acids, bases, and wastewater to preserve samples and perform field tests. Works with chemicals, wastewater, etc., requiring the use of specialized protective equipment. Enters confined space manholes and meter stations, at heights greater than 10 feet and in a variety of weather conditions, to install, adjust, and service sampling and metering equipment. Distinguishes colors to perform color-comparative tests. Meets scheduling and attendance requirements.

**Mental:** Prioritizes and assigns work to personnel and prioritizes own work. Provides input in preparation of written performance appraisals. Analyzes sample results to make recommendations regarding corrective actions and compliance. Reviews inspection and monitoring data and enters into a database. Comprehends and makes inferences from City codes and EPA regulations when inspecting businesses for compliance and the issuance of citations for non-compliance. Reviews self-monitoring reports and business reports to determine compliance status. Resolves problems with business owners and citizens. Develops procedures and recommended practices relating to the control of Fats, Oils and Grease (FOG) program. Reads and interprets construction plans and specifications to determine that Mesa's collection system is protected and appropriate measures are in place for chemical storage and treatment. Prioritizes work assignments. Learns job-related material through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

principle and practices of employee supervision and training;  
the ordinances, rules, and regulations governing the treatment, control, and discharge of industrial waste into sanitary sewers;  
the occupational and safety precautions of the work;  
the techniques involved in taking sewage and industrial waste samples and making the related tests;  
the installation, maintenance, and operation of pretreatment facilities used for the control of industrial wastes; and

the chemical compositions of industrial waste and the effect of chemicals on sewers and treatment facilities.

Ability to:

work in a lead capacity over Industrial Pretreatment Inspectors who perform technical duties in the inspection of industrial, commercial waste storage, wastewater metering stations, and discharge to ensure compliance with ordinances and state and federal requirements;

monitor industrial facilities and City of Mesa's wastewater treatment plant discharges using automatic sampling equipment and standard sampling methods to determine compliance with federal and local regulations;

conduct field tests for acidity, alkalinity, groundwater, and hazardous atmospheres to determine a means of controlling or eliminating hazards;

sample collection systems and industries for pollutants of concern and hazardous atmospheres;

conduct routine inspections of industrial facilities to update wastewater discharge information and to determine changes in manufacturing processes and the applicability of federal and local regulations;

maintain good working relationships with local industrial officials by providing information regarding regulations, assisting in the completion of compliance questionnaires, answering general questions, etc., to encourage cooperation and promote the overall efficiency of the pretreatment program;

monitor wastewater flow quantity using mechanical and ultrasonic flow recorders and interpret data by mathematical analysis to determine line capacities and hydraulic characteristics of the municipal sewage collection system and to identify areas targeted for capital improvement projects and engineering studies;

inspect grease traps and oil interceptors on businesses connected to the collection system to determine if they are in compliance with the City sewer regulations;

investigate sewer odor complaints by interviewing the person that made the complaint, checking nearby manholes for specific pollutants, and inspecting manholes for cleanliness;

respond to sewer overflows, citizen complaints, and illegal discharges while compiling evidence for possible civil or criminal actions;

provide technical assistance to other City departments for the enforcement and implementation of their programs;

investigate and monitor sulfide formation in the sewer system using field-testing equipment to monitor the deterioration of the sewer lines;

test for dissolved sulfides at specific locations in the sewer system in order to generate data needed to program controllers for the City's ferrous pumps;

test the sewer system for pH, hydrogen, oxygen, methane, and oxidation reduction potential; and

maintain the ferrous chloride plants by keeping the pumps and related equipment operational through preventive maintenance, repairs, and upgrades.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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Revised to Update Special Requirements 06/16

LW/st/th

CS4521.DOCX

PAY GRADE: 46

EEO-Tech

IND-7580

JOB FCTN-TEC

SWORN-No

INCREMENTS 62-200