

## **INDUSTRIAL PRETREATMENT SUPERVISOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Industrial Pretreatment Supervisor administers the City's Industrial Pretreatment Program and supervises the inspection of industrial and commercial waste discharges to ensure compliance with local, state, and federal ordinances, laws, and permit requirements. An incumbent in this class is responsible for long-range planning; budget development and administration for the Industrial Pretreatment Section; preparing, reviewing, and approving comprehensive reports detailing the City's environmental, safety, capacity and emergency planning compliance (example: pretreatment inspection reports, quarterly/semi-annual and annual reports, industrial sampling reports, sampling and maintenance reports of wastewater meter stations for the Greenfield Water Reclamation Plant (GWRP); compliance orders, notice of violations, industrial inspection reports, semi-annual industry reports, industrial discharge permits, industrial billing, internal audits, etc.). The incumbent is also responsible for coordinating with the Town of Gilbert and the Town of Queen Creek to obtain required information to generate Environmental Protection Agency (EPA) and Arizona Department Environmental Quality (ADEQ) quarterly, semi-annual, and annual reports for the GWRP; oversight of the monthly sampling events Sub-Regional Operating Group (SROG) and GWRP; coordinating monthly sampling events for Town of Gilbert Neely Reclamation Plant Waste Activated Sludge (WAS).

Additionally, the Industrial Pretreatment Supervisor supervises staff performing the following: public outreach and education activities; drafting enforcement actions and industrial wastewater discharge permits; determining City of Mesa facilities compliance to federal, state, and local requirements and ordinances; and attending enforcement hearings. An employee in this class performs related work as required.

**Distinguishing Features:** The Industrial Pretreatment Supervisor is distinguished by its responsibilities for ensuring the City's compliance with local, state, and federal laws pertaining to industrial and commercial waste discharges. Work requires considerable exercise of initiative and independent judgment. This class is supervised by the Water Resources Assistant Director through meetings, conferences, and reports concerning certification and inspection activities, problems encountered, and overall results achieved. This class is FLSA exempt-administrative.

### **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 an accredited college or university with an Associate's Degree in Water/Wastewater Chemistry, or related field. Considerable (3 - 5 years) full-time technical experience in enforcing or complying with federal, state, and/or local environmental regulations, including experience in

administering industrial pretreatment programs. Considerable (3 - 5 years) experience in a lead/supervisory capacity.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must possess a Grade II (or higher) Wastewater Collections Operator or Wastewater Treatment Plant Operator certification from the Arizona Department of Environmental Quality (ADEQ) or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within three months of hire or promotion.

**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.** Possession of a Grade III (or higher) Wastewater Collections Operator or Wastewater Treatment Plant Operator certification from the ADEQ or equivalent certification from another state through reciprocity with Arizona.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the public, City employees, vendors, contractors, local business and industry officials, the EPA, and the ADEQ in order to provide guidance and assistance, explain requirements, and report compliance with City permits. Instructs and trains subordinates. Prepares standard operating procedures, and conducts internal audits of processes. Prepares inspection reports, enforcement actions, industrial user permits, memos, and other correspondence in order to convey findings of inspections, provide notification of violations, issue enforcement actions, issue permits, and provide guidance and assistance.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures and federal regulations pertaining to safety and wastewater discharges and hazardous materials/waste storage and disposal. Inspects, monitors, and evaluates information and work conditions in order to determine compliance with prescribed federal, state, and local environmental regulations. Uses colored pH buffers and color metric tests. Detects toxic gases. Operates a motor vehicle requiring a standard Arizona Driver's License to drive to businesses, meet with subordinates, and respond to pretreatment issues, etc. Operates a personal computer (PC), copy machine, and label maker to write reports, compile data, and label equipment. Prepares and/or updates maps, and schedules inspection and sampling events. Uses a pick and a spade to locate manholes. Moves heavy (50+ pound) objects, such as manhole covers and full samplers, for distances of up to 15 feet. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the Industrial Pretreatment Section. Supervises and evaluates the work of subordinates in inspecting and sampling, and assessing compliance of industrial users. Assigns specific industrial users to Industrial Pretreatment Inspectors to oversee compliance, establish sampling requirements, assign plans review, and conduct public outreach. Prioritizes own work. Coordinates work activities with other City departments to complete projects and provide information for capital improvement projects. Conducts research to determine applicable pretreatment regulations, treatment

methods, discharge limitations, and to assess compliance. Calculates mass pollutant discharges, flow volumes, tank capacities, detention times, and waste stream formulas. Comprehends and makes inferences from written material. Uses statistical analyses to determine trends and compliance with applicable permits. Reviews pretreatment equipment and building plans, schematics, and layouts to determine if they comply with requirements. Learns job-related material through on-the-job training and in a classroom setting.

**Knowledge and Abilities:**

Knowledge of:

the ordinances, rules, and regulations governing the treatment, control, and discharge of industrial waste into sanitary sewers, navigable waterways, and aquifers;  
the calibration and operation of air-monitoring equipment to detect hazardous atmospheres;  
the techniques involved in taking sewage and industrial waste samples and making related tests;  
the installation, maintenance, and operation of pretreatment facilities used for the control of industrial wastes;  
how to use PC based word processing, spreadsheet and database programs; and  
the basic principles, practices, and procedures of employee supervision, technical training, and evaluation.

Ability to:

determine volume content, temperature, and conductivity of industrial waste discharges;  
inspect floor drains, sand traps, settling tanks, clarifiers, neutralizing tanks, great removal equipment, recording devices, and related equipment;  
inspect sanitary sewers for pollution from industrial waste;  
write discharge permits/enforcement actions based upon the findings of previous inspections;  
conduct and supervise wastewater sampling of industrial users;  
modify Mesa's pretreatment program and recommend changes to City ordinances as needed to comply with changing federal laws;  
assess industrial user compliance based upon permit applications, self-monitoring reports, City monitoring results, and inspection findings;  
review and comment on construction plans to assure compliance with federal, state, and local pretreatment requirements;  
determine the appropriate industrial user classification for an industry and the federal and local regulations appropriate to specific industrial and commercial users;  
evaluate, during field inspection, industrial user compliance with the terms and conditions of their permit and the City code;  
inspect and approve pretreatment systems and/or devices for obtaining certificate of occupancy through development services;  
determine the appropriate sampling and analysis to be required of each user in order to accurately assess compliance;  
represent the City's interests in valley-wide Sub-Regional Operating Group (SROG) technical committee meetings dealing with pretreatment issues; and

prepare for, participate in, and pass EPA inspections and audits of Mesa's pretreatment program while working within an environment that emphasizes encouragement and education rather than enforcement and penalties.

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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INCREMENTS 62-200

PAY GRADE: 49

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