



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

WPC Pretreatment Technician

**Department: Water Pollution Control Reports to: Pretreatment/Laboratory Superv. Pay Grade: H07
Date Established: 3/2014 Date Revised: 12/2017 FLSA Status: Non-Exempt**

CLASSIFICATION SUMMARY

The WPC Pretreatment Technician performs commercial and industrial business inspections and collects wastewater discharge for analysis to ensure the City is in compliance with state and federal wastewater standards. The job collects samples of City wastewater treatment plant, City Industrial business and the Portneuf River for compliance analysis and testing to ensure compliance with state, federal regulations and applicable standards. The job includes maintaining an inspection database and associated records and logs, including compliance records, reports and correspondence. The job also includes cleaning, calibrating and maintaining sampling equipment.

The job works closely with the Laboratory Technician to perform laboratory testing of wastewater and cross-trains to perform the duties of the WPC Laboratory Technician as needed.

The job requires a Pretreatment Facility Inspection Certification and a State of Idaho Wastewater I License. The job requires knowledge of the Federal EPA Clean Water Act, NPDES Permit and the Resource Conservation and Recovery Act. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office, laboratory, and field testing and inspection environment which may include exposure to adverse weather conditions and hazardous or toxic waste material. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Performs commercial and industrial business inspections, monitors and collects wastewater discharge, and investigates complaints and spills to ensure the City remains in compliance with the Federal Clean Water Act and other applicable City, state, and federal wastewater discharge statutes and requirements.

Conducts field inspections and sampling of wastewater from businesses, industries, treatment plant and river to ensure City compliance with state, federal, and all applicable standards. Maintains inspection records and logs. Creates and maintains database of permit, inspection, and testing information. Prepares periodic reports.

Collects storm water samples and river samples.

Performs sampling, lab testing, and analysis of City sewage treatment plant effluent to ensure compliance with local, state, federal, and other applicable standards and regulations. Maintains laboratory sampling, testing, and analysis equipment.

Presents public programs on wastewater pretreatment and related environmental programs.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of performing commercial and industrial inspections, monitoring and testing wastewater discharge, and investigating complaints and spills;
- Methods, techniques, and objectives of collecting, preparing and testing samples for laboratory testing and analysis;
- Data collection and recording methods, techniques, and objectives;
- Laboratory equipment maintenance, calibration and cleaning techniques;
- Federal, state, local, and other applicable statutes, codes, and regulations for wastewater testing and discharge;
- Federal regulations and City policies regarding safe work practices relating to use of equipment and power tools;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Perform commercial and industrial business inspections, monitor and test wastewater discharge, and investigate complaints and spills;
- Maintain inspection records and logs. Create and maintain database of permit, inspection, and testing information. Prepare written reports;
- Operate and maintain laboratory sampling, testing, and analysis equipment;
- Perform sampling of City sewage Treatment Plant, City Industrial Businesses and the Portneuf River wastewaters for compliance analysis and testing;
- Enforce City, State and Federal wastewater laws, regulations, ordinances when a discharge permit has been violated or not followed;
- Present public programs on wastewater pretreatment and related environmental programs;
- Operate a motor vehicle;
- Operate a personal computer and job-related software applications;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Associates Degree in environmental science or a related field is required;
- Pretreatment Facility Inspection Certification and State of Idaho Wastewater I License is required;
- Idaho driver's license required*;
- One (1) year laboratory experience preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and may work in confined spaces. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and operating a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The WPC Pretreatment Technician requires a Pretreatment Facility Inspection Certification and State of Idaho Wastewater I License within eighteen (18) months of hire. Failure to secure these certifications/licenses by the established date will violate the terms of the position and will result in layoff from the position.