



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

WPC Pretreatment/Laboratory Supervisor

Department: Water Pollution Control Reports to: Water Superintendent Pay Grade: H13
Date Established: 3/2014 Date Revised: 12/2017 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The WPC Pretreatment/Laboratory Supervisor directs the employees and operation of the pretreatment program and laboratory testing to ensure the City is in compliance with state and federal wastewater standards and its wastewater discharge permit. This job is responsible for quality control and quality assurance to ensure the City is in compliance with local, state and federal wastewater standards and its wastewater discharge permit.

The job directly supervises the Laboratory/Pretreatment Technician, Pretreatment Technician, and Laboratory Technician positions. The job includes performing many of the same functions of staff, including lab testing and field inspections.

The job requires a Bachelors Degree in microbiology, with previous experience and knowledge of Federal, state, local, and other applicable statutes, codes, and regulations for wastewater testing and discharge. The job requires State of Idaho Pretreatment and Laboratory III certifications. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, the general public and businesses.

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)*

Directs the employees and operation of the pretreatment program and laboratory testing to ensure the City is in compliance with local, state, and federal wastewater standards and its wastewater discharge permit. Supervises and performs laboratory testing to ensure the City's wastewater, biosolids, non-residential discharges, drinking water, river monitoring, and storm water are in compliance with local, state, and federal standards. Supervises laboratory operations for quality control and quality assurance, implementing new procedures as needed to ensure continuing state certification. Maintains inventory of laboratory equipment and supplies.

Supervises the commercial and industrial pretreatment program to ensure the City is in compliance with local, state, and federal wastewater standards. Writes and administers pretreatment permits to commercial and industrial wastewater producers. Stays current on changes in local, state, and federal wastewater discharge standards and regulations and implements upgrades to pretreatment program and laboratory testing policies, procedures, and instrumentation to ensure compliance.

Performs commercial and industrial inspections, monitors, regulates and tests wastewater discharge, and investigates complaints and spills. Performs field inspections, sampling, and laboratory testing of wastewater, drinking water, storm runoff, river, and biosolids. Maintains inspection records, documentation, and logs. Analyzes and maintains database of permit, inspection violations, and testing information. Prepares and submits reports to regulatory agencies, as required.

Hires, trains, schedules, supervises, evaluates, and disciplines employees, including terminations.

Creates and presents public programs on wastewater pretreatment and related environmental programs. Responds to public inquiries for information and provides assistance on water quality requirements.

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 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;
- Methods, techniques, and objectives of collecting and preparing wastewater, biosolid, non-residential discharge, drinking water, river, and storm water samples for laboratory testing and analysis;
- Methods, techniques, and objectives of collection, sampling, and testing equipment operation and calibration;
- Data collection, recording, and reporting methods, techniques, and objectives;
- Laboratory operation, protocols, policies and procedures, quality control, and quality assurance methods and techniques;
- Employee hiring, supervision, training, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Customer service methods and techniques;
- Federal, state, local, and other applicable statutes, codes, and regulations for wastewater testing discharge, pretreatment and drinking water;
- Federal regulations and City policies regarding safe work practices relating to use of equipment and power tools;
- Operation of basic office equipment including a personal computer and job-related software applications.

Skill and Ability to:

- Direct the employees and operation of the pretreatment program and laboratory testing;
- Supervise laboratory testing, laboratory operations and the commercial and industrial pretreatment program for quality control and quality assurance purposes;
- Supervise the commercial and industrial pretreatment program;
- Write and administer pretreatment permits to commercial and industrial wastewater producers;
- Stay current on changes in local, state, and federal wastewater discharge standards and regulations and implement upgrades to pretreatment program and laboratory testing policies, procedures, and instrumentation to ensure compliance;
- Maintain inspection records, documentation, logs, and database for pertinent information.
- Prepare and submit reports to regulatory agencies, as required;
- Hire, train, schedule, supervise, evaluate, and discipline employees, including terminations;
- Perform commercial and industrial inspections, monitor and test wastewater discharge, and investigate complaints and spills; Perform field inspections, sampling, and laboratory testing of wastewater, drinking water, storm runoff, river, and biosolids;
- Create and present public programs on wastewater pretreatment and related environmental programs;
- Respond to public inquiries for information and provide assistance on water quality requirements;
- 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
- Bachelors Degree in microbiology or a related field is required;
- State of Idaho Pretreatment and Laboratory III certifications are required*;
- Idaho driver's license required;
- Three (3) to five (5) years laboratory experience required and experience in meeting state and/or federal quality mandates 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/Laboratory Supervisor requires State of Idaho Pretreatment and Laboratory III certifications within eighteen (18) months of hire. Failure to secure this license by the established date will violate the terms of the position and will result in layoff from the position.