



City of Irving Job Description

Industrial Pretreatment Coordinator

FLSA Status:	Non-Exempt	Job Department:	Water Utilities
Job Code:	36322	Reports To (Job Title):	Environmental Compliance Supervisor

PURPOSE

To plan, coordinate and oversee the work of specialists and technicians assigned to the Industrial Pretreatment function within Environmental Compliance including inspections and sampling, monitoring lab services contracts and associated billing and qualifying, inspecting and enforcing environmental requirements for permitted industries in Irving; enforce federal, state, and local laws and regulations that pertain to all aspects of the Clean Water Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Coordinate work regarding industrial pretreatment functions, permitted industries, industrial inspections, surcharge calculation and billing, ordinance enforcement, wastewater sampling, fats/oils/grease and grease traps; prepare daily work schedules to support all industrial pretreatment work; prepare monthly sampling schedule.
- Research, review, and interpret technical regulations, guidelines, and laws as they pertain to all aspects of industrial pretreatment.
- Qualify, inspect and enforce environmental requirements for permitted industries in Irving; maintain appropriate oversight of all industrial wastewater in Irving.
- Ensure all sampling equipment and supplies are purchased and maintained for proper operation; assign cleaning and testing of equipment on a regular basis.
- Handle all work associated with Categorical Industrial Users; monitor industry compliance with local rules/regulations; review Semi-Annual Reports for accuracy; participate in categorical inspections; complete dental office and other designated business inspections according to TAC and ordinance requirements.
- Prepare technical and legal reports and correspondence on regulation compliance requirements including the Pretreatment Annual Report coordinated with the Trinity River Authority; cooperate with all state level audits and inspections.
- Conduct inspections of local businesses to ensure compliance with federal, state, and local environmental regulations and to assess potential need for permitting.
- Develop and implement monitoring plans for permitted industries including inspections and sampling; coordinate inspections and other required activities with stormwater function.
- Assign Industrial Pretreatment Exempt Inspections; follow-up and review as appropriate.
- Investigate environmental complaints, oversee corrective actions, and undertake necessary enforcement actions.
- Issue citations and notices of violation as a sworn officer of the City of Irving and the State of Texas; issue compliance orders and other enforcement as appropriate; monitor elevated enforcement levels and coordinate required sampling and responses to comply with enforcement requirements.

- Respond to emergencies involving various water quality, industrial wastewater and hazardous materials issues.
- Participate in training to maintain licenses and certifications required for position.
- Participate in on-call rotation.
Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Collect a variety of water, wastewater or stormwater samples and deliver to the contracted laboratory for analysis; comply with appropriate chain of custody requirements.
- Calibrate and repair various types of analytical equipment.
- Investigate citizen complaints.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 3 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

May purchase chemicals, material and equipment with a p-card or Purchase Order; Assists in budget development for the Industrial Pretreatment Function. Reviews and approves invoices for lab services; Calculates sampling and surcharge fees for industrially-permitted customers and coordinates with billing.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from accredited four year college or university in environmental science, chemistry, biology or other subject related to position.

EXPERIENCE

- Three (3) years of directly related experience, including wastewater systems sampling and testing in an Industrial Pretreatment function.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.
- Level C Water and Level II Wastewater Operator's certifications from the Texas Commission on Environmental Quality.

KNOWLEDGE OF

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Scientific Methodology: Following precise practices for collecting, reporting, and evaluating scientific information.

SKILLS AND ABILITIES IN

- Functional Supervision: Motivating, developing, and directing people as they work.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do assigned work.
- Self-Management: Working independently and without supervision.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Identification of Key Causes: Identifying the things that must be changed to achieve a goal.

- Responsive Engagement: Actively listening and communicating orally environmental compliance status and issues to a variety of people ranging from the general public and industry representatives, to professional technical and non-technical personnel.
- Technical Comprehension: Reading and understanding drawings, and specifications.
- Technical Problem-Solving: Dealing with problems involving several concrete variables in standardized situations.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered.

Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

This position has a variety of customer contacts including residents, local industrial and business representatives for purposes of inspection and ensuring appropriate levels of environmental compliance. Regulatory contacts include the EPA and the TCEQ to ensure the city is meeting regulatory obligations. Coordination is required with regional entities like TRA, NCTCOG, & TXDOT.

EQUIPMENT AND PROPERTY

This position utilizes sampling tools and equipment, as well as, the full scope of office equipment and machinery, including computers, printers, fax machines and telephones. Use of a city vehicle is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to vehicle, listen, see, sit, and talk. Frequently, s/he is required to balance, carry, smell, climb, grasp, lift up to 10 pounds, kneel, push or pull, reach, stand, stoop, and walk. Occasionally, s/he is required to crawl and lift up to 25 pounds. Rarely, s/he is required to lift up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is frequently exposed to blood-borne pathogens, confining work spaces, dirty environment, improper illumination, moving mechanical parts, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. The noise level in the work environment usually is Moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others. Because of oversight responsibilities for permitted industries, incumbent is subjected to a wide variety of industrial settings with various types of hazards.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.