

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 07/01/05

TITLE: INDUSTRIAL PRETREATMENT SPECIALIST

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Develops, maintains and implements the Industrial Pretreatment Program for the Victor Valley Wastewater Reclamation Authority (VWVRA). Reports to Pretreatment Supervisor.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and maintain pertinent upgrades to the VWVRA's Industrial Pretreatment Program (IPP) to meet the standards required by State, Federal and local regulations.
2. Perform routine inspection of industrial and commercial customer's facilities in accordance with the IPP.
3. Assigns permit numbers: issues Industrial User and Septage Hauler permits.
4. Maintains line cleaning inspection logs
5. Gathers documents and mails permit packages to applicants.
6. Analyzes and inputs line cleaning inspection report findings into database.
7. When noted on inspection reports, track damaged sections of pipe that need to be monitored.
8. Collect flow data and field samples as required.
9. Ensures that waiver letters are mailed to customers who do not require an Industrial Pretreatment Permit.
10. Assists in the planning and preparations for Annual State Inspections.
11. Maintain appropriate relations with member agency personnel, public officials and business officials.
12. Maintain daily inspection records and reports.
13. Provide data to substantiate the need for enforcement action as required and implement enforcement action as directed.
14. Research and troubleshoot problems and complaints in order to identify appropriate solutions and implement remedies as directed.
15. Maintain a clean and safe work area and adhere to all safety requirements.
16. Learn and maintain proficiency in computer hardware and software utilized by VWVRA.
17. Communicate effectively and establish and maintain effective working relationships with others.
18. Maintain grooming standards to properly fit SCBA.
19. Console angry residents regarding odor complaints.
20. Check and mark lines underground (interceptor).
21. Underground Service Alert (USA).

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Knowledge of:

Laws, rules and regulations controlling pretreatment.

Algebra, geometry and trigonometry and their application to the field of wastewater treatment and industrial pretreatment.

Confined space entry including the use and operation of Self Contained Breathing Apparatus (SCBA).

Collection system.

Ability to:

Read and interpret documents such as safety rules, operating and laboratory instructions, government and regulatory agency guidelines, directions and reports, and procedure manuals.

Read and interpret plans and specifications for compliance.

Respond to inquires or complaints from the general public, industrial and commercial customers or public officials.

Communicate effectively orally and in writing.

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms.

Talk, hear, see and smell.

A frequently stand, walk, climb or balance, stoop, kneel, crouch, or crawl to operate equipment located in tight quarters and participate in confined space entry and exit procedures, including rescues.

Frequently use a computer for extended periods of time.

Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds.

Willing and able to carry cell phone/radio at all times while on duty.

Employee is expected to work regular hours of the approved VVWRA alternate work schedule.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

Employee must possess (at a minimum) a high school diploma or general education degree (GED). Must possess a minimum two years of experience in wastewater treatment, industrial pretreatment or a related field. Must possess and maintain a valid State of California Class C driver's license and a valid certification as an Environmental Compliance Inspector from the California Water Environment Association; Grade II or higher certification is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Environment:

Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions; employee may be frequently exposed to fumes or airborne particles; occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration; work in high, precarious places or confined spaces; often work in a high noise environment; and often works in unfamiliar locations.

Physical: Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; to operate assigned equipment and vehicles including SCBA.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.