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## **INDUSTRIAL PRETREATMENT SUPERINTENDENT**

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### **DEFINITION**

Under general supervision, plans, assigns, leads, inspects and participates in industrial pretreatment/sewer collection and water systems; plans and directs compliance with regulatory requirements; provides complex and technical assistance to the Assistant City Manager.

### **SUPERVISION EXERCISED**

Provides functional and technical supervision over industrial pretreatment personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include but are not limited to:

Supervise the inspection, maintenance, repair, installation and modification of industrial pretreatment equipment, electrical and electronic systems and facilities; reports need for major or specialize repairs.

Manage fats, oils and grease program and sewer master plan.

Inspect and take samples from wastewater and sewer systems, evaluate laboratory results and enforce Federal, state and local laws and ordinances; take enforcement action as appropriate.

Review plans and specifications related to wastewater and sewer facilities and programs; issue permits.

Develop and maintain case files related to program implementation, compliance and progress including annual audits of the SSMP, SSO, FOG and Industrial Pretreatment programs and Sewer Unit audits as needed/requested.

Develop and maintain reporting procedures; prepare periodic and special reports to regulatory agencies.

Manage cleaning and CCTV operations of sewer collection system, assessing need for repair and replacement.

Manage, mitigate and report sewer overflow events and coordinate emergency repairs/replacement.

Monitor changes in laws, regulations and technology related to program operations; recommend modifications and implement policy and procedural changes as appropriated.

Coordinate communication with complainants, violators, city departments, attorneys and related agencies.

Compile information and data for monthly reports.

Train, supervise, evaluate, motivate and discipline subordinate personnel; recommend training programs.

Participate in development of goals, objectives, policies and priorities.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods and techniques used in wastewater sampling, sample handling and analysis.

Standard safety practices required by Cal-OSHA in the maintenance of wastewater and sewer equipment and facilities.

Federal, State and local laws, ordinance, policies, rules and regulations pertaining to wastewater and sewer treatment and operations.

Principles of budget preparation and monitoring.

Collection system cleaning and maintenance standards.

Standard office procedures, methods and computer and radio equipment.

Techniques used in dealing with the public and customer services.

Ability and Skill to:

Compile and maintain case files and logs.

Interpret / enforce Federal, State and local laws / ordinances / regulations.

Prepare and monitor budget and contracts.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS degree in chemistry, biology or wastewater/sewer treatment technology and three (3) years experience in operation and maintenance of an industrial pretreatment facility.

### **LICENSE OR CERTIFICATE**

Valid Class C California driver's license and good driving record. Possession of the CWEA Environmental Compliance Inspector Grade I and Collection System Maintenance Grade II Certifications.

### **ESSENTIAL JOB FUNCTIONS/A.D.A**

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and heavy equipment used in pretreatment operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold and wet.

Ability to lift up to 75 pounds.

Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business.