Job Description

Job Title:	Wastewater Pretreatment Inspector	Classification:	Classified
Department:	Public Works	Grade:	300
Occupational Group:	Code Enforcement and Inspection	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; monitors the discharge of industrial and manufacturing wastes into the Joplin sanitary sewer system. Oversees the commercial restaurant inspections as part of the Fats, Oils and Grease (FOG) program.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Inspects industrial and manufacturing operations and facilities to identify and monitor the hazardous content of waste discharged into the City sewers; determines compliance with City, State, and Federal environmental protection codes, laws, regulations, and guidelines; obtains samples at selected points of pretreatment discharge.
2. Prepares and issues discharge permits; maintains required files and records; prepares periodic reports of industrial and manufacturing waste discharge volume; calculates monthly billing for industrial and manufacturing entities based on discharge volume.
3. Manages City's biosolid disposal program, including recruiting farmland for biosolid application; determines application rate for compliance with State and Federal environmental protection regulations and guidelines.
4. Plans, establishes priorities, assigns, and inspects work of subordinate staff to ensure safe and efficient operation of the City's pretreatment and biosolid program in compliance with State and Federal regulations.
5. Investigates illegal discharge activities and accidental spills to determine nature and severity of problem; identifies/implements measures necessary for clean-up or compliance enforcement.
6. Researches and prepares reports regarding wastewater treatment as it relates to hazardous material discharge or disposal; reads and interprets new or revised regulations regarding treatment, discharge, or disposal of industrial/manufacturing wastes.
7. Maintains records of operations and facilities storing industrial and manufacturing waste or discharging industrial and manufacturing waste into the City's sewer system; issues violation notices as necessary.
8. Develops and updates compliance reports as well as required annual pretreatment and biosolid reports.
9. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General principles and practices of wastewater treatment, including the treatment of industrial/manufacturing wastes; State and Federal regulations, standards, and criteria regarding the discharge of effluent; State and Federal regulations, standards, and guidelines regarding wastewater treatment and treatment plant operations; State and Federal regulations, standards, and guidelines regarding storage, treatment, discharge, and disposal of hazardous industrial/manufacturing wastes; State and Federal recordkeeping and reporting requirements for wastewater treatment plant operations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with officials of local industrial/manufacturing operations, State and Federal environmental protection agency staff, and other City staff; following complex oral and written instructions, procedures, and guidelines; making complex calculations concerning the levels of zinc and cadmium in the biosolids; understanding and interpreting complex laws, regulations, procedures, and guidelines; maintaining records and preparing reports; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Chemistry, Environmental Science, Environmental Health, or related discipline.

Experience: Four years of full-time wastewater plant sampling/inspection experience is required. Accredited coursework in lieu of work experience may be substituted on a year-for-year basis.

Licenses and Certifications: Possess and maintain a valid state issued driver's license and a Missouri Class D Wastewater Operator's Certificate at the time of appointment.

Physical Demands Requirements and Working Conditions

This position works predominantly indoor but with occasional work in the field. Must possess mobility to work in and around City Wastewater Treatment facilities, laboratory, and city industrial and manufacturing facilities; operate a motor vehicle and drive on city streets; stamina and mobility; vision to read printed materials, reports, and a computer screen; hearing and speech to communicate in-person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate necessary tools and equipment. The fieldwork requires walking in areas to perform investigations, identify problems or hazards, and develop reports of the same. Positions in this classification are required to bend, stoop, kneel and reach when completing inspections. Must be able to lift, carry, push, and pull materials and objects weighing up to 20 pounds. Fieldwork may require exposure to cold and hot temperatures and biohazards. Generally, employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset members of the public and/or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	