Job Description

Job Title:	Wastewater Pretreatment Technician	Classification:	Classified
Department:	Public Works	Grade:	200
Occupational Group:	Code Enforcement and Inspection	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; samples and inspects food establishments for fats, oils, and grease discharge into the Joplin sewer system.

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 food establishments to identify and monitor fats, oil, and grease discharged into the City sewers; determines compliance with City codes, laws, regulations, and guidelines; obtains samples at selected points of discharge.
2. Researches and prepares inspection reports regarding food establishment discharge or disposal; reads and interprets new or revised regulations regarding treatment, discharge, or disposal of food establishment waste.
3. Maintains inspection records and related reports as required.
4. Assists with land application of wastewater biosolids; transports by semi-tanker to site.
5. 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 division 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 food establishment wastes; State and Federal regulations, standards, and criteria regarding discharge of effluent; State and Federal regulations, standards, and guidelines regarding wastewater treatment and treatment plant operations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with officials of local industrial/commercial restaurants/manufacturing operations, State and Federal environmental protection agency staff, and other City staff; following complex oral and written instructions, procedures, and guidelines; making calculations concerning the levels of oil and grease in samples; understanding and

interpreting complex laws, regulations, procedures, guidelines and City codes; maintaining records; preparing reports; Microsoft Office Suite.

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

Experience: Two years of wastewater plant inspection and sampling experience required. Accredited coursework in lieu of work experience may be substituted on a year-for-year basis.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) at the time of appointment. A Missouri Class D Wastewater Operator's Certificate at the time of employment. is preferred, but must be obtained within six months 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 and laboratory and city food establishments; 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 sample collections, 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.	