



**City of Klamath Falls**

**Position Description**

Position: Pretreatment Coordinator	Group: AFSCME
Department/Division: Public Works/Wastewater	FLSA: Non-Exempt/Represented
Evaluated by: Wastewater Division Manager/Pretreatment Program Administrator	Salary Grade: 117

**Summary**

Work is performed in accordance with procedures outlined by the Pretreatment Program Administrator and/or Wastewater Manager. The position will have concurrent responsibilities as a member of the Wastewater Collection staff when not executing the primary job functions of Pretreatment Coordinator.

**Distinguishing Career Features**

The Pretreatment Coordinator performs a wide variety of environmental compliance duties, including field inspections and preparing reports for regulatory agencies. Advancement to this position requires certifications listed in the qualifications section below.

**Essential Duties and Responsibilities**

- Performs routine industrial/commercial inspections as directed by Wastewater Division management.
- Performs compliance monitoring as necessary (i.e., through established schedules or as directed) and assists industry in understanding responsibilities in any self-monitoring requirements.
- Assures that management-established methods and protocols for pre-treatment files and records for all aspects of the pretreatment program are meticulously kept.
- At management’s direction responds to any request for information regarding hazardous waste disposal or spills that might impact the treatment plant or storm sewer.
- Assures that methods and protocols for pre-treatment files and records for all aspects of the pretreatment program are meticulously kept.
- Assists Collections staff in operating and maintaining wastewater infrastructure and equipment at levels equivalent to a Wastewater Collection Operator I.
- Assists Wastewater Treatment staff in plant maintenance, lab duties, and general upkeep at levels equivalent to a Wastewater Treatment Operator I.

- Logs routine and unusual operations duties.
- Is familiar with City Code, resolutions, policies and follows required City safety practices.
- Assists with duty pager/cell phone coverage for after-hours/weekends.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires in-depth technical knowledge of the processes, techniques, and all applicable safety practices, tools, and materials used in wastewater treatment equivalent to that required for Wastewater Treatment Operator I certification. Requires in-depth knowledge of process control equipment and process troubleshooting techniques. Requires in-depth knowledge of the processes and chemicals used in testing and treating effluent. Requires a working knowledge of the operating characteristics of pumps and pumping equipment, wastewater laboratory equipment, sampling and testing procedures, and computer-aided lab and operations support hardware and software. Requires a working knowledge of chemistry, the properties of water, and the use of re-agents to change constituency of effluent. Requires a working knowledge of water flow and water quality principles, practices, and regulations. Requires knowledge of and skill at using computer applications for administrative and technical purposes. Requires sufficient skill in speaking and writing in the English language and skill in preparing detailed technical documentation of activity. Requires sufficient math skill to perform complex math computations. Requires sufficient human relations skill to convey technical concepts to others including internal and external customers.

### **▪ Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to independently maintain all operational processes and procedures connected with wastewater treatment. Requires the ability to analyze and interpret specific chemical and biological readings. Requires the ability to use computer-aided hardware and software, laboratory equipment, and use of tools, power equipment, and specialized process related equipment.

### **▪ Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on an intermittent basis, pushing, pulling, guiding over 50 pounds on an infrequent basis. Requires the ability to stoop, kneel, and crouch to place and move work objects. Requires the ability to perform full arm extension and movement out and overhead. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Requires the ability to work on varying work shifts and in disagreeable work conditions that have septic and chemical exposure risks.

### **▪ Education and Experience**

The position requires the equivalent to an associates degree in chemistry, biology, or a wastewater treatment discipline, plus certification as a Wastewater Treatment or Collections Operator I, and a minimum of two years relevant experience, i.e., performing

underground pipe maintenance and operations or installation and repair duties. A bachelors degree in environmental science or equivalent discipline is preferred and may substitute for experience.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon driver's license within three months of hire date. Must possess a State of Oregon Wastewater Treatment and/or Collections Operator Certification Grade I. Must possess and maintain a Class B CDL with Air Brake and Tanker endorsement.

- **Working Conditions**

Work is performed indoors and outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, septic situations, and temperature, odor, and noise extremes.

- **Pre-Employment**

Job offers for this position are contingent upon the individual passing a pre-employment drug screen.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.