



City of Klamath Falls

Position Description

Position: Pretreatment Program Administrator	Group: Non-represented
Department/Division: Public Work/Wastewater	FLSA: Exempt
Evaluated by: Wastewater Systems Manger	Salary Grade: 121

Summary

Under the general supervision of the Wastewater Systems Manager, the Pretreatment Program Administrator is an exempt position under FLSA. The Pretreatment Program Administrator is responsible for the development and management of key City of Klamath Falls EPA NPDES permit compliance programs; the administration of the City’s Industrial Wastewater Pretreatment Program (IWPP); and, the administration of the City’s Storm Water Program; and, other similar permit compliance efforts. Emphasis is on the effective and efficient assignment and scheduling of duties needed to execute this program as required for meeting the objectives of the division’s permit to operate the Spring Street Wastewater Treatment Plant with the EPA and or DEQ. This is a non-supervisory position.

Distinguishing Career Features

The Pretreatment Program Administrator independently performs analytical and administrative work in support of City goals and objectives. Tasks are typically received in broad outline form and incumbents are expected to act independently to develop required resources and information. The Pretreatment Program Administrator is distinguished from the Wastewater Treatment and Collections Operators by the addition of industry knowledge required to effectively perform job duties which include coordination, inspections, reporting, and analytical responsibilities.

Essential Duties and Responsibilities

- Inspects existing IWPP permitted customers and develops written reports, including the OR-DEQ IWWP annual report, of inspection findings. Actively participates in the OR-ACWA monthly Pretreatment Committee meetings and relevant regional/national Pretreatment Program training.
- Plan and coordinate the work of individuals/crews when engaged in the Pretreatment Program assignments.
- Make regular and special inspections of regulated industries and work sites, and to solve special problems that cannot be effectively handled by Pretreatment and Wastewater Collections personnel.
- Routinely inspects or assures that inspections are completed on wastewater collections tie-ins conform to City of Klamath Falls Engineering Standards and/or Pretreatment Program.

- Compiles information, completes and submits all reports relevant to the City of Klamath Falls Industrial Waste Pretreatment Program. This requirement includes retaining signature authority, and the liability contained therein, for submitting and assuring the completeness and accuracy of said reports.
- Coordinates cost and scheduling tasks to ensure that project schedules and costs are consistent and within established budget.
- Ensures divisional compliance with local, state, and federal regulations and procedures (e.g.) USEPA, OR-DEQ, OR-OSHA etc. including compliance with EPA Storm Water Programs.
- Provides administrative support to the Wastewater Division relative to NPDES permit compliance and EPA-delineated best management practices.
- Responds to project requests from other City Departments.
- Writes work reports, time reports, and general correspondence.
- Investigates and responds to complaints and contract disputes.
- Represents the Wastewater Division in meetings as directed.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires working knowledge of 40 CFR 403 regulations pertaining to IWPP sampling methods and protocols, inspection and documentation methods and protocols and IWPP program management; equipment, techniques, materials and tools used in the performance of operations, maintenance and repair of wastewater collection, storm water collection and reclaimed water systems, applicable safety training and occupational hazards; budgeting and cost control methods and procedures; applicable statutes and regulations. EPA Storm Water Programs including development, initiation, and inspection for compliance with EPA Storm Water best management practices. Requires skill in communicating technical concepts to technical and non-technical staff in a personable and professional manner. Requires skills in planning and coordinating the work of unskilled, semi-skilled and skilled staff. Requires sufficient writing skills to document technical procedures.

▪ **Abilities**

Make recommendations on the cost and effectiveness of projects; interpret an extensive variety of technical instructions in mathematical or diagram form; read and interpret documents such as work orders, diagrams, contracts, design specifications, statutes, regulations etc.; interpret technical instructions in mathematical or diagram form; to communicate effectively verbally and in writing; perform mathematical computations applying concepts of basic algebra and geometry; maintain and prepare records, reports and correspondence. Must be able to effectively deal with difficult personalities and stressful situations. Must be able to work semi-independently, apply sound judgement, and maintain strict confidentiality. Must be able to develop and maintain cooperative and effective working relationships with other employees, supervisors, and citizens. Requires the ability to be timely in customer service responses. Must be able to attend work as scheduled and when required.

- **Physical Abilities**

The physical demands described here 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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand and walk for extended periods of time. The employee must occasionally lift and/or move 100+ pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

- **Education and Experience**

High school diploma or general education degree (GED) and a combination of five (5) years of increasingly responsible experience in IWPP execution; the operation, maintenance and repair of wastewater utility collection system or wastewater treatment systems and regulatory control of wastewater producing facilities.

Desired: Bachelor's degree in environmental, civil, mechanical or chemical engineering.

- **Licenses and Certificates**

Must obtain and maintain a valid Oregon driver's license.

Continued progress towards securing and maintaining a Level IV certification per the requirements and schedule as listed in Oregon Administrative Rules Chapter 340, Division 049, "*Wastewater System Operator Certification Rules*," will be a condition of continued employment. Demonstrated continued training in wastewater treatment and/or wastewater collections, through/completion of short courses, seminars, or formal classes. Retain a 40-hour Hazwoper Certification which allows the response, containment, and cleanup of a hazardous materials spill protecting the City infrastructure. Time spent is on an as needed basis.

Preferred: Certification as an Oregon Wastewater Collections or Treatment System Operator Level IV (or equivalent reciprocity).

- **Pre-Employment**

Job offers are contingent upon the individual passing a pre-employment drug screen, fit-for-duty exam and having a clean driving record.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and machinery vibrations. Occasionally the employee works in treatment process, construction, and confined space environments. The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), 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.