



respect - Communication - Integrity - Teamwork - family

## PRETREATMENT PROGRAM ADMINISTRATOR

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**DEPARTMENT/DIVISION:** Public Works/ Wastewater

**GRADE:** NR-8

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** 1/12/15

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### **SUMMARY**

Under the direction of the Wastewater Division Manager, this position 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. Work involves making 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 staff. Additionally, this position provides administrative support to the Wastewater Division relative to NPDES permit compliance and EPA-delineated best management practices and regularly responds to project requests from other City Departments. Performs related duties as assigned.

### **EXAMPLE OF DUTIES**

Duties may include but are not limited to the following:

Inspects existing IWPP permitted customers and develops written reports, including the OR-DEQ IWPP annual report, of inspection findings. Actively participates in the OR-ACWA monthly Pretreatment Committee meetings and relevant regional/national Pretreatment Program training.

Direct, supervise, plan and coordinate the work of individuals/crews when engaged in the Pretreatment Program assignments.

Routinely inspects or assures that inspections are completed on wastewater collection 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.

Writes work reports, time reports, and general correspondence.

Investigates and responds to complaints and contract disputes.

Represents the Wastewater Division in meetings as directed.

## **SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory position.

## **QUALIFICATION REQUIREMENTS**

### Education and/or 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 that include two (2) years of supervisory experience.

### Desired:

Bachelor's degree in environmental, civil, mechanical or chemical engineering. Certification as an Oregon Wastewater Collections Operator Level IV (or equivalent reciprocity) or ability to secure an Oregon Wastewater Collections Operator Level IV certification within the requirements prescribed in OAR 340-049.

Experience with the following software packages: Word Perfect and Excel.

## **LICENSE/CERTIFICATIONS**

Certification as an Oregon Wastewater Collection System Operator Level IV (or equivalent reciprocity) is preferred. 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 Hazwhoper 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.

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

## **PRE-EMPLOYMENT**

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

The requirements listed below are representative of the knowledge, skill and/or ability required.

### 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.

### Skill in:

Communicating technical concepts to technical and non-technical staff in a personable and professional manner; supervising, planning, and coordinating the work of unskilled, semi-skilled and skilled staff.

### Ability to:

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; establish and maintain effective working relationships.

## **PHYSICAL DEMANDS**

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.

## **WORK ENVIRONMENT**

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 in outside weather conditions and is occasionally exposed to fumes or airborne particles and vibration. Occasionally the employee works in treatment process, construction and confined space environments.

The noise level in the work environment is usually moderate.

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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.

