



respect - Communication - Integrity - Teamwork - family

## Pretreatment Coordinator

---

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

**GRADE:** 6

**GROUP:** AFSCME

**FLSA STATUS:** Non Exempt

**EFFECTIVE DATE:** July 1, 2011

---

### SUMMARY

An employee in this class works performs duties as directed on an assigned shift. The work is performed in accordance with procedures outlined by the Industrial Pretreatment Program Supervisor and/or Wastewater Manager. The position will have concurrent responsibilities as a member of the wastewater collection system staff when not executing the primary function as Pretreatment Coordinator.

### EXAMPLES OF DUTIES

Duties may include the following. Other duties may be assigned.

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 their 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 the direction of management, responds to any request for information regarding hazardous waste disposal or spills that might impact the treatment plant or storm sewer

Assures that management-established methods and protocols for pre-treatment sampling are meticulously kept

Will assist the Wastewater Collection staff in operating and maintaining wastewater infrastructure and equipment at levels equivalent to a Wastewater Collection Operator II.

Will assist the Wastewater Collection staff in installing wastewater collection pipe, fittings, and appurtenances at levels equivalent to a Wastewater Collection Operator II.

Logs routine and unusual operational duties daily.

Is familiar with City codes, resolutions, policies, and follows required City safety practices.

Keeps all equipment and buildings clean; mows lawns as directed.

Cleans tanks, and performs routine custodial duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory position.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Education and/or experience:

High school education or GED equivalent and must work towards possessing a State of Oregon Wastewater Collection Operator Grade Level II Certification. Must possess and maintain a valid Oregon Driver's License. Must possess or work towards successfully completing Industrial Wastewater Pretreatment Inspection correspondence as provided through California State University, Sacramento. Must possess a minimum of two years performing underground pipe maintenance and operations, installation or repair duties including the use of excavating equipment.

Must satisfactorily pass the Wastewater Treatment Operator Grade Level II examination, and be able to demonstrate through application all knowledge required to achieve the Grade II Certification, as outlined by the State of Oregon Administrative Rules, Department of Environmental Quality;

### Licenses:

Must possess 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**

### Language skills:

Ability to read and interpret documents in the English language, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write, in English, routine reports and correspondence.

Mathematical skills:

Ability to add, subtract, multiply, and divide using whole numbers.

Reasoning ability:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES**

Must possess appropriate knowledge of standard principles and operating practices of industrial wastewater pretreatment programs and/or wastewater collection system operations.

Must have a mechanical aptitude.

**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 the 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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift 100lbs. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to extreme heat and vibration.

An employee in this position must withstand exposure to variable weather conditions.

The noise level in the work environment is usually loud.

---

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.

