

Lower Bucks County Joint Municipal Authority

JOB DESCRIPTION Pretreatment Coordinator

Summary

This position requires frequent public contact and work relating to the Industrial Pretreatment Program and Engineering. Attention to detail is required.

Work is directly supervised by the Managing Director or designee. Assignments are carried out in accordance with established policies and procedures. Duties must be performed with accuracy, confidentiality, discretion, tact, patience, and the ability to take charge of a project from beginning to end is a main attribute of this position.

Duties include but are not limited to:

- Determine/perform routine/specialized monitoring for industries discharging into the Authority's sanitary sewer system to ensure compliance with pretreatment limits as required.
- Perform site inspections of non-residential users who discharge into the Authority's sanitary sewer system.
- Collect and analyze various samples and measure flows as required. Analyze the adequacy of the wastewater pretreatment processes, determine compliance with requirements, discuss violations with firm's management and seek corrections.
- Prepare and/or review self-monitoring and compliance reports as required.
- Assemble/compile data, set-up/maintain files/records, and prepare various reports as required.
- Review analytical data and provide input in the form of test results regarding industrial waste discharges into the Authority's sanitary sewer system.
- Required to be available to respond to emergency calls pertaining to any reports of illegal dumping at any time.
- Submit monthly report to the Managing Director or designee as directed and attend monthly Board of Director meetings and other various meetings when required.
- Ensure issuance of Pretreatment Wastewater Discharge Permits and permit compliance. Issue non-compliance violations per Authority Pretreatment Resolution, collect/record fees, and forward to appropriate department for deposit.
- Ensure the Authority is in full regulatory compliance with all aspects of the Pretreatment Program in accordance with Federal, State, and local regulations.
- Conduct field investigations/inspections to determine sources of illegal, offending and/or abnormal concentration discharges affecting the wastewater system and/or its performance as required.
- Ensure routine cleaning of sanitary sewer lines is properly conducted in dense commercial areas.
- Update and develop legally defensible local limits as needed.
- Assist in updating water and sewer maps, plans, and profiles.
- Provide technical assistance in operations, design, projects, improvements, monitoring, etc.
- Provide clerical and phone support as needed.
- Perform other duties as directed by management.

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Required knowledge, skills, and abilities:

- Knowledge of setting up, operating, and interpreting various pieces of technical and analytical equipment including but not limited to portable flow meters, flow samplers, etc.
- Knowledge of occupational hazards involved and company and industry safety standards.
- Ability to interpret plans, prints and drawings.
- Knowledge of Industrial Wastewater Pretreatment practices and regulations as outlined and required by PADEP and USEPA.
- Knowledge of the principles, practices, methods, and equipment used in wastewater treatment operation and maintenance.
- Advanced knowledge and comprehension of basic business principals, practices and procedures, English grammar, punctuation, and business letters/ correspondence to communicate clearly and effectively, orally and in writing.
- Proficient in mathematical computations and proofread for accuracy rapidly.
- Ability to establish and maintain effective working relationships with customers, co-workers, contractors, associates, vendors, regulatory agencies, etc. Must possess problem-solving and decision-making skills.
- Must have a strong sense of ethics and possess necessary skills to remain focused during tense situations.
- Must be organized and have the aptitude to prioritize and accomplish/complete tasks independently & efficiently while demonstrating a thorough concern for all the areas involved to meet critical deadlines.
- Must have strength and endurance to lift heavy objects and work in adverse weather conditions with potential exposure to weather, fumes, odors, dust, potential toxic conditions, and risk of bodily injury.
- Must possess ordinary ambulatory skills; and the ability to drive, stand, walk, stoop, kneel, crouch, climb ladders, and manipulate (lift, carry, move) weights up to 75 pounds.
- Must possess good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard and the ability to sit, reach with hands and arms, talk, and hear.

Education and experience:

- Bachelor's degree in environmental engineering, chemical engineering, civil engineering, environmental sciences, or closely related field. Minimum of five (5) years' experience in the field of degree.
- Proficient with computer programs including but not limited to: Office 365, Microsoft Word, and Microsoft Excel.
- AutoCAD/GIS knowledge preferable.
- Must possess and maintain a valid US Driver's License.