

FLSA STATUS	Non-exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Water Pollution Control Facility	DEPARTMENT NUMBER	815
REPORTS TO (TITLE)	Water Pollution Control Facility Superintendent	JOB FAMILY	Public Works
PAY GRADE	6 / Pre-Treatment Coordinator	DATE OF LAST REVIEW	September 2024

NATURE OF WORK
<p>The Pre-Treatment Coordinator ensures compliance with federal, state, and local pretreatment requirements by conducting industrial sampling, inspections, and surveys. They also monitor the quality of biosolids, ensuring they are applied correctly, and are responsible for writing and submitting annual biosolids reports to the EPA and Iowa DNR. Additionally, they draft local discharge permits and use measurements, mass balance equations, and calculated removal efficiencies to guarantee that industrial discharge pollutants do not reach levels that could potentially harm the plant's microbes, exceed biosolids metal limits for land application, or violate the NPDES permit.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Maintains biosolids records on the computer;
2.	Collects industrial samples to determine compliance with local limits and permits;
3.	Inspects Significant Industrial Users (each one annually), updates User Survey, reviews the reports submitted by the SIU, and lays groundwork for a FOG program rollout.
4.	Performs laboratory analyses, mostly BOD5, Total Solids, and microscopy on a back-up basis;
5.	Writes local discharge permits and approves waivers;
6.	Updates and reviews Five Year Biosolids Plan, Enforcement Response Plan. Writes and submits EPA Biosolids Report, Iowa DNR Biosolids Supplement, and Iowa DNR Pretreatment Report;
7.	Collects plant samples. Packages and drops off subcontracted analyses;
8.	Monitors hauled waste brought to the plant and maintains the log.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a field of Life, Natural, Environmental, Geology, Biology, Chemistry Sciences or related field;
 AND
 At least 3 years of experience in wastewater laboratory work or operations work.
 OR
 An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

Grade 2 Wastewater Operators Certification;
 • Required within three (3) years of appointment

 Valid driver's license.

SKILL / ABILITIES REQUIREMENTS

- Knowledge of the principles, practices, and methods used in wastewater treatment and laboratory procedures;
- Ability to communicate clearly and effectively with supervisors, coworkers, and industrial and commercial customers;
- Knowledge of the operation of mechanical, metering, laboratory, sampling, and electrical equipment;
- Ability to maintain accurate records and prepare clear and concise reports;
- Ability to work with others;
- Ability to complete duties without close supervision;
- Knowledge of basic chemistry, math and statistics;
- Ability to read an academic report to aid decision making;
- Knowledge of wastewater operations;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook);
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: fingering, talking, and seeing.

 Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

 Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

- The working environment / conditions for this position may include:
- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
 - Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
 - Hazardous Materials (chemicals, blood, other body fluids, etc.)
 - Travel

POSITION ASSESSMENTS
Cognitive <ul style="list-style-type: none"> Criteria Cognitive Aptitude Test
Skills <ul style="list-style-type: none"> Criteria Basic Skills Test
Personality <ul style="list-style-type: none"> Employee Personality Profile Workplace Safety Profile
Interview

CLASSIFICATION HISTORY	
DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC
April 2024	Updated per departmental feedback by BC
September 2024	Added Position Assessments by BC

EEOC
<i>The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.</i>

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.