

Water Authority Position Description

POLLUTION PREVENTION SPEC

Status	Position Code	Level	Date
APPROVED	PPSP	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

REDUCE THE GENERATION AND DISPOSAL OF POTENTIALLY HAZARDOUS MATERIALS INTO THE WATER AUTHORITY'S WASTEWATER COLLECTION SYSTEM. CONDUCT FIELD INSPECTIONS AND RECOMMEND CORRECTIVE ACTIONS IN COMPLIANCE WITH THE INDUSTRIAL PRETREATMENT PROGRAM AND THE WASTEWATER CONTROL ORDINANCE.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE WITH COLLEGE LEVEL COURSE WORK IN ENVIRONMENTAL SCIENCE, WATER/WASTEWATER TECHNOLOGIES, CHEMISTRY OR A RELATED FIELD, PLUS FOUR (4) YEARS WATER/WASTEWATER TREATMENT EXPERIENCE TO INCLUDE ONE (1) YEAR SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
 POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR'S PERMIT (AOP)
 POSSESSION OF A NEW MEXICO WASTEWATER CERTIFICATE, LEVEL IV

SUPERVISION RECEIVED/EXERCISED

RECEIVES DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.
 SUPERVISE SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. SCHEDULE ALL ROUTINE AND COMPLIANCE MONITORING OF PERMITTED INDUSTRIES. PERFORM PERIODIC FIELD INSPECTIONS OF INDUSTRIES TO DOCUMENT PERMIT COMPLIANCE OR TO DETERMINE IF PERMIT IS NEEDED. ASSIST WITH ISSUING CITATIONS.
2. ASSIST ENGINEERS WITH PREPARING WATER AUTHORITY'S WASTEWATER CONTROL ORDINANCE DISCHARGE PERMITS.
3. COLLECT AND ANALYZE WASTEWATER SAMPLES. CONDUCT RESEARCH, SURVEYS, ANALYTICAL STUDIES AND FACILITY AUDITS.
4. OPERATE AND MAINTAIN THE AUTOMATED PRETREATMENT MANAGEMENT SYSTEM DATABASE. UPDATE TO REFLECT CURRENT INDUSTRY PERMIT INFORMATION AS NEEDED.
5. PREPARE INDUSTRIAL EDUCATION MATERIALS INCLUDING PAMPHLETS, FLYERS AND CORRESPONDENCE. COORDINATE THE PRODUCTION OF SLOGANS FOR VARIOUS INDUSTRIAL WASTE MINIMIZATION PROGRAMS. PREPARE AND DELIVER MATERIALS TO BE DISPLAYED AT SPECIAL EVENTS.
6. INSPECT CONSTRUCTION OF WASTEWATER PRETREATMENT FACILITIES REQUIRED OF PRIVATE INDUSTRY IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS.
7. INVESTIGATE INDUSTRIAL WASTE PROBLEMS INCLUDING SEWER ODORS AND ILLEGAL DISCHARGES. PROVIDE TECHNICAL ASSISTANCE TO INDUSTRIES IN VIOLATION OF WATER AUTHORITY ORDINANCES.
8. PREPARE AND COMPILE ELECTRONIC AND FORMAL REPORTS FROM FIELD DATA. APPLY DATA TO CHARGE INDUSTRIES AND/OR COMMERCIAL ACCOUNTS FOR EXCESS DISCHARGE STRENGTH.
9. PARTICIPATE IN SPECIAL STUDIES REQUIRED TO ENHANCE PERFORMANCE OF THE TREATMENT FACILITIES AND TO ISOLATE POTENTIAL INDUSTRIAL CONTRIBUTION PROBLEMS TO THE LIQUID WASTE SYSTEM.
10. PROVIDE TECHNICAL AND FUNCTIONAL LEAD TO MONITORING TECHNICIANS IN SAMPLING, INSPECTIONS AND VARIOUS PROCEDURES INCLUDING TREATMENT PLANT SAMPLING.
11. COORDINATE SAMPLE SUBMITTALS TO CONFORM TO WATER QUALITY LAB PROTOCOLS.
12. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. PARTICIPATE IN COMMUNITY OUTREACH PROGRAMS.
2. KEEP ABREAST OF NEW AND INNOVATIVE TECHNOLOGIES.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF WASTEWATER TREATMENT
WASTEWATER OPERATING PROCEDURES, PROCESSES AND FLOW MEASUREMENT
METHODS AND TECHNIQUES OF INDUSTRIAL PRETREATMENT AND SAMPLING
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

CONDUCT FIELD INSPECTIONS AND COLLECT WASTEWATER SAMPLES
INVESTIGATE INDUSTRIAL WASTE PROBLEMS AND RECOMMEND CORRECTIVE ACTION
PREPARE EDUCATIONAL MATERIALS RELATED TO INDUSTRIAL WASTE
ENFORCE APPLICABLE LAWS AND ORDINANCES RELATING TO INDUSTRIAL WASTE
CONDUCT RESEARCH AND PREPARE CLEAR AND CONCISE REPORTS
OPERATE OFFICE EQUIPMENT
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO
COMPUTER SCREENS, HEAT, COLD, TOXIC MATERIALS, SOLVENTS, SMOKE, FUMES,
GASES, GREASES, OILS, MOVING OBJECTS\VEHICLES, INCLEMENT WEATHER
CONDITIONS; WORK IN OR WITH WATER; WORK CLOSELY WITH OTHERS; WORK WITH
MACHINERY.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR
PROLONGED PERIODS OF TIME; MODERATE OR LIGHT LIFTING
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR
MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND
OPERATING ASSIGNED EQUIPMENT