

# 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