

CLASS TITLE: PRETREATMENT MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for advanced engineering and administrative work in planning, coordinating, and managing an environmental monitoring group involved in industrial/commercial wastewater quality and hazardous materials, ensuring the City's compliance with all applicable federal, state and local environmental regulations and performs other related assigned duties.

ESSENTIAL TASKS:

- Interprets and assures compliance with ordinances, state and federal regulations and the City's OPDES (Oklahoma Pollutant Discharge Elimination System) Permit, pertaining to sanitary sewer disposal of industrial/commercial waste
- Supervises the work of subordinates engaged in processing applications for permits to discharge into the City's sanitary sewer system
- Manages handling of hazardous materials and wastes
- Manages subordinates engaged in sampling wastewater, streams and rivers
- Manages subordinates/contractors engaged in environmental audits and /or assessments
- Controls the establishment and adjustment of sewer service discharges for industrial users and other special accounts
- Directs compliance monitoring of industrial/commercial discharges and the collection and accounting of permit fees, monitoring charges and fines
- Reviews and approves plans for pretreatment technologies submitted by prospective dischargers
- Interprets and assures industry compliance with federal regulations and EPA permits through an approved enforcement program
- Cooperates with federal and state agencies and other City departments regarding environmental concerns
- Promotes voluntary compliance by commercial/industrial entities concerning pollutant and hazardous discharges to the sanitary sewer system
- Administers the pretreatment and related environmental programs
- Directs and trains personnel and enforces compliance with applicable federal, state and local pretreatment regulations
- Administers performance appraisals and makes recommendations on hiring, disciplinary and termination actions
- Manages projects as requested
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in environmental engineering, chemistry or other science related fields; and four (4) years of experience related to industrial pretreatment, wastewater treatment and industrial waste disposal with at least 2 years of supervisory experience in a regulatory or laboratory environment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of federal, state and local laws, codes and regulations, pertaining to waste disposal and clean water standards; considerable knowledge of the principles, techniques and processes of wastewater treatment and pretreatment technologies; ability to plan and supervise the work of others; ability to prepare comprehensive reports and maintain detailed records; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License and possession of a "B" Wastewater Operator and Lab Licenses as issued by the Department of Environmental Quality (DEQ) or ability to obtain within the time allotted by law; and certification of OSHA 40 hour Hazardous Material Response Training within one (1) year.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and occasionally outdoors and in inclement weather; and requires some travel to various locations to conduct inspections.

Class Code: 1206

EEO Code: E-01

Pay Code: STE-43

Group: Engineering, Planning and Technical

Series: Professional Engineering

Effective date: July 21, 2021