



## Board of Public Utilities City of Cheyenne, Wyoming

### INDUSTRIAL PRETREATMENT PROGRAM SPECIALIST

Division: **Water Reclamation** Class Code: **4824**  
Revised Date: **December 2016** FLSA Status: **Non-Exempt**

#### **GENERAL PURPOSE:**

Under direct supervision, performs a wide variety of functions for the Water Reclamation (WR) Industrial Pretreatment (IP) program in compliance with federal, state and local regulations and ordinances, and Board of Public Utilities (BOPU) standards.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Conducts compliance and investigative sampling and processes wastewater samples to monitor compliance with IP program parameters; includes setting up and deploying auto samplers, gathering grab samples, performing pH analysis in the field. Maintains sampling event log book; maintains sample chain-of-custody records; packages and ships samples for analysis; enters lab results into database.
- Cleans, maintains and calibrates sampling equipment, pH pens.
- Maintains grease trap, oil/water separator, and commercial/industrial waste programs. Performs screening analysis and visual inspections of traps/separators.
- Collects and inputs information for grease trap and oil/water separator programs into database.
- Inputs results of lab analysis into IPP specific databases.
- Distributes Industrial Waste Questionnaire to commercial and industrial businesses and reviews completed questionnaires. Makes recommendations to IPP Coordinator on potential issues.
- Performs site inspections of commercial and industrial businesses. Reports results to IPP Coordinator.
- Researches and develops best management practices.
- Prepares and sends mass mailings for the IP program.
- Maintains treatment beds for grease and commercial/industrial waste.
- Operates and performs minor maintenance to heavy equipment to treat and dispose of grease and commercial/industrial residuals.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma or GED. Associate's Degree in Environmental Science, Biology, Chemistry, or related science field desirable. Experience in field sampling and inspections, is desirable OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

- Driver's license valid in Wyoming with good driving record. May be required to obtain a CDL.
- Must pass Level 1 Wastewater Treatment Plant Operator Certification test from Wyoming Department of Environmental Quality within 18 months of employment. Achievement of higher Wastewater Treatment Plant Operator certification levels is preferred.

## **JOB DESCRIPTION**

### **Industrial Pretreatment Program Specialist**

- Depending on the needs of the BOPU other job specific training and certifications may be required.
- CPR/AED Certification.

#### **Required Knowledge of:**

- Wastewater sampling and testing protocols, laboratory standards, and handling procedures.
- Methods, practices, standards and specifications for compliance with wastewater treatment regulations.
- Principles of record keeping and records management.
- Safe work practices, occupational hazards and safety precautions.

#### **Required Skill in:**

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying operational and safety standards, applicable federal, state and local rules and regulations, policies and procedures.
- Operating heavy motorized equipment.
- Using specialized tools and equipment to perform wastewater sampling and testing.
- Data collection and analysis, and mathematical and statistical calculations.
- Following standardized methods and procedures, and verbal and written instructions.
- Promoting and enforcing safe work practices.
- Establishing and maintaining effective working relationships with co-workers, public officials, and representatives from other federal, state, and local agencies.
- Operating a personal computer utilizing a variety of standard and technical software.
- Effective verbal and written communications.

#### **Working Conditions:**

**Work Environment:** Work is performed 60% of the time in an office environment and 40% outdoors in all weather conditions and in wastewater processing facilities; occasional travel to offsite locations where work is performed in industrial production and commercial facilities; may be exposed to safety hazards, harsh industrial conditions, dangerous tools and equipment; occasional exposure to fumes, odors, dusts, mists, poor ventilation, gases and chemicals.

**Physical Demands:** Light to Moderate physical work requiring ability to occasionally lift, carry, push and pull objects weighing up to 75 pounds i.e. manhole covers, grates and auto sampler; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit; use hands and fingers to operate computers and grasp objects and paperwork, handle equipment, and to feel and reach; frequently required to talk to carry on conversations and to hear. The employee is occasionally required to stand, walk, stoop, crouch, balance, kneel and climb.