



## BRIGHAM CITY CORPORATION

### Job Description

<b>Title:</b>	Industrial Pretreatment Program Specialist	<b>Code:</b>	633
<b>Division:</b>	Public Works	<b>Effective Date:</b>	08/2020
<b>Department:</b>	Wastewater Treatment	<b>Last Revised:</b>	
<b>GRADE:</b>	52	<b>FLSA Status:</b>	Non-exempt
<b>Wage Range:</b>	\$19.32 - \$22.72 – \$26.13 per hour		
<b>Hiring Range:</b>	\$19.32 - \$21.02 per hour (depending on qualifications)		
<b>OPENED:</b>	August 5, 2020	<b>CLOSES:</b>	Once filled

GENERAL PURPOSE

Performs a variety of **working level complex technical duties** in all aspects of the implementation of Brigham City's Industrial Pretreatment Program. Includes inspections, sampling, permit drafting, report writing, database management and enforcement of all related federal, state and city regulations.

SUPERVISION RECEIVED:

Works under the direct supervision of the Pretreatment Coordinator/Laboratory Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Identifies all Industrial and Commercial businesses within Brigham City WWTP service area and evaluates their compliance with the federal Clean Water Act and applicable State of Utah and Brigham city regulations. Includes communicating with other city offices to identify existing and new industries that may be subject to applicable regulations.

Inspects and samples these facilities to characterize industrial activities and waste streams that may contribute pollutants to the Publicly Owned Treatment Works (POTW). Performs some field testing.

Drafts permits based on these findings and applicable regulations. Inspects and conducts sampling on permitted businesses to determine compliance with issued permits.

Documents and evaluates findings, maintaining a database of all collected information and data.

Produces reports and other documents to support effective communication with industries, the pretreatment coordinator and other city employees and regulatory agencies.

Collaborates with pretreatment coordinator regarding findings to identify non-compliance and initiate any necessary enforcement.

Tracks industries' responses to findings and conducts follow-up inspections and sampling.

Keeps current on all emerging applicable city, state and federal regulations and technology.

Identifies and attends training opportunities including the Region 8 Pretreatment Conference held annually. Some overnight or multiple-night travel is typical.

Provides support to the wastewater treatment department's fats, oil and grease program.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. College coursework preferred in Chemistry, environmental science, industrial technology, engineering or a related field;

OR

B. Two years' experience with pretreatment/industrial waste programs including inspections and enforcement;

OR

C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities:

Ability to identify, evaluate, interpret and explain environmental laws, rules and regulations applicable to implementation of pretreatment/industrial waste programs. Experience meeting deadlines, planning and coordinating work, and writing accurate reports. Skills in Microsoft Office products including Word, Excel and PowerPoint and experience working in databases. Demonstrable mathematical and data analysis skills. Excellent verbal and written communication skills, and the ability to develop and maintain effective working relationships with people of varying backgrounds, knowledge and experience.

Ability to develop effective relationships with supervisors, co-workers, industry personnel, and the public. Ability to keep and maintain records and data in appropriate filing systems

### 3. Special Qualifications:

Must possess a valid state of Utah driver license.

Must possess or obtain a Class B Commercial Driver License CDL (Class A preferred) within 3 months of the hire date.

Must be proficient at computer operations.

Must be able to work in the applicable work environment conditions.

Must be available for travel as necessary.

### 4. Work Environment:

Work performed in various environments including office, industrial and outdoors settings. Some exposure to discomfort in the workplace. Intermittent sitting, standing and walking, lifting of sampling equipment, exposure to harsh weather conditions, harsh chemicals, moving vehicles and possible exposure to domestic and industrial waste and pathogens. Considerable stress associated with workload and deadline demands. Periodic exposure to heat, cold, dampness, fumes, dust and equipment noise, pumps, motors and moving equipment.

## **EMPLOYMENT APPLICATION PROCEDURES:**

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2455845** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Charisse Jeppsen or by email to [cjeppsen@utah.gov](mailto:cjeppsen@utah.gov). Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

**NOTE:** All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

**BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER**