

## **POSITION DESCRIPTION**

**Class Title: Pretreatment Coordinator/Laboratory Supervisor**

**Department: Public Works - Wastewater Treatment Division**

### **GENERAL PURPOSE:**

The Pretreatment Coordinator/Laboratory Supervisor is an exempt position. The Pretreatment Coordinator/Laboratory Supervisor performs a variety of skilled, technical, supervisory, and administrative work in the planning, operation and maintenance of the municipal wastewater treatment system, Pretreatment Program and collection system. The position requires occasional evening, night and weekend work.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Director of Wastewater Operations.

### **SUPERVISION EXERCISED:**

Exercises supervision over assigned treatment plant operators, maintenance workers and collection system personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plans, schedules and implements the Borough's Pretreatment Program, assists in the operation and maintenance of the wastewater treatment plant, performs and interprets laboratory procedures to insure compliance with NPDES Permit.

Supervises and performs the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of the wastewater treatment plant and recommends necessary adjustments in operations.

Supervises the control and use of, and assumes responsibility for, all aspects required of the Pretreatment Program.

Requisitions needed supplies for the department and maintains a variety of records and reports relating to the Pretreatment Program and Environmental Laboratory.

Reports to the Director in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding wastewater collection and treatment problems and services.

Supervises, instructs and assists assigned employees in wastewater collection, treatment activities and laboratory analysis.

Insures that all necessary materials, supplies and equipment are available for the operation and maintenance of the Pretreatment Program and Environmental Laboratory by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies.

Responds to complaints regarding the Pretreatment Program, treatment plant and collection system.

Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

Supervises the safety of assigned employees by instructing individuals in proper safety procedures and monitoring work in progress.

Assists in motivating and evaluating personnel by acting as a liaison between crew members and supervisors.

Inspects and assists in the control and use of supplies and equipment used in the maintenance and repair of wastewater treatment systems and other department facilities to insure that all equipment is in proper working order.

Analyzes annual operating costs for the Pretreatment Program and Environmental Laboratory and makes recommendations for department budget.

Provides recommendations regarding purchases and requisitions all supplies and materials needed for effective department operation.

Participates in short and long-term planning of capital improvement projects.

Monitors pretreatment users to assure compliance with discharge requirements.

Enforces rules, regulations, policies and procedures relating to the operation of the Pretreatment Program.

Serves on a rotating basis as the on-call Supervisor for after-hour issues relating to water, sewer, and community facilities.

**PERIPHERAL DUTIES:**

Operates a variety of power, construction and maintenance equipment used in the department.

Serves on various employee or other committees as assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

*Education and Experience:*

(A) Graduation from a four-year college or university with a degree in Environmental Science, Biology, Chemistry, Civil Engineering or a closely related field; and

(B) Five (5) years of experience relating to the construction, repair and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment; or

(C) Any equivalent combination of education and experience.

*Required knowledge, Skills and Abilities:*

(A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems; Considerable knowledge of wastewater treatment plant operation, maintenance and laboratory analysis.

(B) Skill in operation of tools and equipment.

(C) Ability to interpret specific chemical and biological analyses; Ability to guide, direct and motivate employees; Ability to organize and supervise the activities of various crews performing maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

(D) Read and understand technical prints, technical O&M manuals and mechanical drawings

(E) Ability to learn data management software used for laboratory analysis and treatment system operation and maintenance

(F) Ability to learn data management and maintenance of GIS software used for wastewater system operation and maintenance

**SPECIAL REQUIREMENTS:**

(A) Posses valid Pennsylvania State Driver's license; and

(B) Posses Pennsylvania Class A, E Type 1, 4 Wastewater System Operator License.

**TOOLS AND EQUIPMENT USED:**

Detection devices, mobile radio, flow monitoring devices, personal computer, word processing and various other software, various laboratory equipment used in the examination of wastewater, copy and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Borough Manager

Approval: \_\_\_\_\_  
Council

Effective Date: June 20, 1996

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