



**WASTEWATER TREATMENT PLANT PRE-TREATMENT
TECHNICIAN**

Department: Planning and Public Works
Job Class #: 954500
Pay Range: Maintenance/Trades 31

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional and technical work conducting both Industrial Pretreatment Program and laboratory analysis of environmental samples, in support of the Water Resources Section. Incumbents act as the County's representative to industries discharging to the sewers, with the responsibility of making sure they are in compliance with applicable federal, state, and local pretreatment regulations.

ESSENTIAL FUNCTIONS:

- Perform quantitative and qualitative laboratory analysis of water, wastewater, biosolids and sediments for chemical and microbiological contaminants according to protocols such as Standard Methods, EPA 600, SW-846, and ASTM, etc.
- Perform strict quality control (QA/QC) procedures including calibration of instruments, analyzing standards, keeping logs, and performing statistical analysis of data.
- Operate and perform routine maintenance on laboratory instruments.
- Perform interpretation and evaluation of analytical data.
- Under supervision, may modify, expand, and implement new analytical methods as necessary to adapt to different situations or improve efficiencies.
- Train, oversee and provide technical assistance to less-experienced employees.
- Record, calculate, and compile data utilizing computerized software including spreadsheet and word processing applications.
- Maintain laboratory supplies, evaluate needs and alternatives.
- Perform routine laboratory duties such as preparing chemical reagents, media, and standard solutions.
- Work with a variety of hazardous materials including chemicals, solvents, and biohazards taking appropriate safety precautions.

PRETREATMENT PROGRAM

- Correspond with customers, engineers, contractors, and other agencies in matters of pretreatment/spill prevention/surface water.
- Act as the County's representative to industries discharging to the sewers, ensuring compliance with applicable federal, state, and local pretreatment regulations.
- Respond to spills or illegal discharges into the sanitary sewers or to surface water, and take appropriate action.
- Perform on-site industrial inspections and conduct sampling and monitoring of industrial discharges, municipal sewers, surface water, manholes, and confined spaces.
- Review permit applications, engineering reports, plans and specifications, and discharge monitoring reports to ensure compliance with applicable regulations; pursue enforcement actions against violating industries.
- Write and administer industrial pretreatment permits, advise industries on matters concerning discharges to the sewers, and investigate reports and incidents of discharge violations.

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ESSENTIAL FUNCTIONS: (continued)

- Maintain detailed records through the use of files and computerized database.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Wastewater Treatment Plant Pre-Treatment Technician position performs work under general direction, with significant independent action and judgment in the performance of duties. The position is expected to train, oversee and provide technical assistance to others on an occasional basis, however, full supervisory responsibility is not expected of the classification.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in a laboratory environment with exposure to hazardous materials. May be required to handle or work with toxic and /or hazardous substances and appropriate safety precautions must be taken. Field work may include water analysis monitoring activities around bodies of water. May be required to stand for extended periods of time. Normally required to lift up to 50 pounds

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and lifting of up to 25 pounds associated with the classification as it is currently performed. May be required to climb stairs and ladders. Ability to travel to obtain samples away from the regular work site may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles of inorganic, organic, analytical, and instrumental chemistry, mathematics, and statistics.
- Quantitative and qualitative analytical chemistry.
- Environmental laboratory terminology, tests, methods, and standard analytical procedures.
- Laboratory hazards, safety regulations and procedures, and emergency first aid.
- Federal, state, and local Industrial Pretreatment regulations.
- Chemical and hazardous materials; their proper use, handling, storage, and disposal and applicable regulations.
- Municipal biological wastewater treatment theory and operations.
- Inspection, monitoring, and sampling procedures and techniques.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Skill in:

- Using computers and software such as spread sheet, word processing or instrumentations software.
- Dealing effectively with the public to handle difficult or confrontational situations.

Ability to:

- Follow laboratory instructions and procedures and to evaluate and resolve problems with procedures or equipment with minimal supervision.
- Maintain records; produce documents; and interpret results.
- Handle pressure and interruptions due to changing priorities and workloads.
- Recommend, document, and interpret laboratory analyses pertaining to industrial wastewater samples.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others and independently.
- Communicate technical information effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds and with clients, laboratory interdepartmental personnel, supervisor, businesses and regulatory agencies and for reporting, documentation and enforcement actions.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelors Degree in a natural or physical science discipline with at least 18 quarter-hours (12 semester hours) of laboratory theory and laboratory course work in Chemistry, and one or more years of related experience in either environmental sampling and testing, environmental regulation or water/wastewater treatment is preferred. Additional related experience may substitute for up to two years of the required education provided that the required Chemistry course work has been completed. Additional scientific education at the graduate level may substitute for the required experience on a year for year basis.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Must possess or have the ability to obtain a Washington State Driver's License. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment. Possession of a current State of Washington Wastewater Treatment Plant Operator I Certificate is desirable.