



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Utilities Compliance Coordinator

Department: Water and Sewer

Pay Grade: 17

FLSA Status: Non-Exempt

JOB SUMMARY

Responsible for performing difficult technical work in the monitoring and coordination of customer compliance and other operational duties in the water and sewer systems and ensuring the City's compliance with local, state and federal regulations pertaining to water and sewer.

An employee in this class is responsible for monitoring industrial users, commercial users, food service establishments and remediation sites by coordinating the sampling and analysis of samples and evaluating and reporting results compared to permitted levels of various environmentally sensitive parameters. This individual is responsible for the administration of the industrial pretreatment program, FOG (fat, oils and grease) program, backflow and cross-connection control program, water conservation program, septage disposal permitting program, enforcement response plan, pollution prevention program, coordination of required contract and internal laboratory services associated with these programs and the overall enforcement of the City's Sewer Use Ordinance (SUO). This position is also responsible for the supervision and daily activities of the utilities compliance technician(s). This individual will recommend strategies to ensure that the City remains in compliance with all local, state and federal water and wastewater permitting; and will serve as liaison between the City and local, state and federal regulatory agencies. Work involves monitoring local, state and federal regulatory requirements and researching and instituting program changes to comply; preparing a variety of records and reports as required by the state; and working with industries to monitor discharge, reduce harmful constituents in discharge, and identify strategies to reduce cost for industries and City for wastewater treatment. Work is performed under the general supervision of the utilities director and is evaluated based on conformance to testing and timely and accurate reporting to state agencies, program effectiveness and accuracy.

ESSENTIAL JOB FUNCTIONS

- Ensures the protection of the water system, the wastewater plant, and the sanitary sewer collection system from anything that could possess a threat.
- Coordinates sampling activities to monitor compliance of industrial users with their permit levels, in accordance with the City's SUO, and commercial users with the City's FOG program; monitors compliance of industrial, commercial and residential customers for compliance with the City's backflow and cross-connection program; communicates with users concerning compliance and non-compliance of affected programs; inspects permitted industrial facilities and commercial facilities for compliance; maintains records and analyzes program results; recommends changes in environmental programs to implement frequently changing regulations; and monitors and records data for remediation sites.
- Initiates and disseminates pollution prevention information to sewer system users in an effort to maximize the performance of the City-owned collection and treatment systems.
- Interprets laboratory test results and prepares required reports; prepares annual pretreatment reports (PAR), headworks analysis (HWA) for allocation of waste loading, long-term monitoring plan (LTMP); and receives and assesses IWS (Industrial Waste Surveys) and other reports and records as required.
- Participates in updating ordinances, policies, industrial user permits, procedures and practices related to environmental programs; consults with, informs, and advises industrial and commercial customers about best management practices (BMP) to be used, problems detected, or changes in treatment process; and negotiates mutual consent arrangements with industrial and commercial users to bring users into compliance with local regulations.
- Prepares industrial user permits, in accordance with the City's SUO; corresponds with industrial and commercial users regarding permitting and monitoring issues or concerns; monitors industrial and commercial performance for compliance with permitted levels; calculates surcharges for exceeding specific permitted limits; and implements and maintains the City's Enforcement Response Plan (ERP) and associated assessments for non-compliance.
- Oversees the inspection of food service establishments and food trucks for compliance with the City's FOG program; coordinates inspection activities with local health officials and building inspections officials; and maintains associated database.
- Coordinates efforts associated with permitting remediation activities related to groundwater and surface water contamination sites when the permit applicant desires to discharge effluent from remediation process into the City's sewer collection system for treatment at the City's wastewater treatment facility; and assists owners and consulting engineers with remediation efforts.
- Prepares customer outreach materials related to water conservation, FOG and other issues that may affect the operations and maintenance of the City's sewer collection system and associated treatment plant.
- Performs other related job duties as assigned.

QUALIFICATIONS**Education and Experience:**

Associates or bachelor's degree in Environmental Science, Chemistry, Biology or related field; and three (3) years of experience in a related area preferably with a water or wastewater treatment facility; or an equivalent combination of education and experience.

Special Qualifications:

- Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Possession of a valid NC Grade II wastewater treatment plant operator certification, NC Grade B water distribution system operator certification is preferred.
- NC backflow and cross-connection prevention certification or ability to obtain within 12 months; may serve as the City's ORC (operator in responsible charge) for backflow and cross-connection control.
- Grade III Pretreatment Certification or ability to obtain in 2 years from the date of hire.

Knowledge, Skills and Abilities:

- Knowledge of the City's rules, regulations, ordinances and other state and federal regulatory guidelines for the pretreatment and other environmental programs.
- Knowledge of industrial pretreatment, FOG (fats, oils and grease) and backflow and cross-connection control program rules, regulations and treatment methods.
- Knowledge of state and federal pretreatment regulations and compliance requirements for POTW (publicly owned treatment works) and the Clean Water Act of 1972, and the NPDES (National Pollution Discharge Elimination System).
- Knowledge of the principles of environmental sciences with emphasis on chemistry including wastewater treatment and laboratory analysis processes and procedures.
- Knowledge of modern laboratory techniques, materials and equipment, including those used in complex chemical and biochemical analysis of wastewater.
- Knowledge of the principles of organic and inorganic chemistry.
- Considerable knowledge of wastewater treatment plant operation principles, practices, and methods.
- Knowledge of principles and practices of public relations and public speaking.
- Knowledge of effective supervision of personnel and provide annual performance evaluations to employees under his or her supervision.
- Ability to provide information to industrial representatives with tact and discretion and apply diplomacy in public relations during frequent contact with industrial officials.
- Ability to communicate orally and in writing; ability to make public presentations.
- Ability to prepare analytical and statistical reports as required by City, state, or federal agencies and maintain files and database information.
- Ability to work independently without close supervision.

PHYSICAL DEMANDS

Work in this classification is defined as medium work requiring the physical exertion of in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or negligible amounts of force constantly to move objects. Physical requirements include climbing, stooping, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions. Employee must have visual acuity to prepare and analyze data, ability to utilize a desktop or laptop computer and other mobile devices, perform extensive research and use measurement devices.

WORK ENVIRONMENT

Work is primarily performed in both inside and outside environmental conditions, extreme cold and heat. Employee is subject to hazards including a variety of physical conditions such as proximity to moving mechanical parts, electrical current, exposure to chemicals. Employee is subject to atmospheric and environmental conditions such as fumes, odors, dusts, mists, gases, or poor ventilation, and wastewater effluent.

The City of Hendersonville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.