Town of Clayton
Pretreatment/ FOG Coordinator

SALARY	$21.96 - $27.42 Hourly $45,675.00 - $57,041.00 Annually	**LOCATION**	Clayton, NC
JOB TYPE	Full-time	**JOB NUMBER**	0725-00800
DEPARTMENT	Water Resources	**DIVISION**	Water Sewer Wastewater Treatment Plant
OPENING DATE	07/03/2025	**CLOSING DATE**	Continuous
HIRING PAY RANGE UP TO:	$57,041.00		

Description

* Salary Grade SG302*   * Recruitment Range: $45,675.00 - $57,041.00 *

** Salary offered will be determined based on directly related experience **

* Work Location is Operations Center 653 Veterans Pkwy., Clayton, NC (Johnston County) *

This is a continuous posting and applications will be processed as they are received.

The Town of Clayton is seeking applicants for a **Pre-Treatment / FOG Coordinator** for the **Water Resources Department**. The Town of Clayton employs more than 340 full-time staff in areas including police, fire, and electric utilities. The Town of Clayton also offers a range of PT positions including positions in Parks & Rec, Library, and Cultural Arts.

The Town of Clayton is the fastest growing town in Johnston County, which is the fastest growing county in the State of North Carolina. The vision for the Town of Clayton includes a thriving town where growth contributes to the quality of life enjoyed by long-time residents and newcomers alike; easy access but with an atmosphere that feels smaller than it is; a system of parks and greenways that connect people and places; neighborhoods with a variety of quality living options; a town that offers opportunities for people to live, create, shop and eat; a bustling and historic downtown, and businesses that are successful, growing, and investing in the community.

Duties & Responsibilities

An employee in this class administers and enforces the Town's wastewater pretreatment and Fats, Oils, and Grease (FOG) programs to protect the sanitary sewer system and publicly owned treatment works (POTW), and ensure compliance with local, state, and federal regulations. Duties include monitoring and inspecting industrial and commercial users, maintaining databases and permit documentation, conducting field sampling and surveys, educating customers,

and taking enforcement actions when necessary. Work is performed both indoors and outdoors and requires strong technical knowledge, communication skills, and regulatory understanding. Work is evaluated through inspection of records, field performance, and compliance with applicable wastewater standards.

Essential functions in decreasing order of importance:

- Administers the Town's Pretreatment Program, including the issuance, tracking, and renewal of Industrial User Permits (IUPs) in accordance with EPA and NCDEQ requirements.
- Conducts inspections, sampling, and compliance evaluations of Significant Industrial Users (SIUs) and other regulated commercial facilities.
- Coordinates the Town's FOG Program, identifying non-compliant food service establishments (FSEs), inspecting grease removal devices (GRDs), and ensuring maintenance records and best management practices are followed.
- Maintains a comprehensive database of permitted industrial and commercial users, inspection histories, sampling results, and compliance status.
- Reviews and analyzes self-monitoring reports, laboratory data, manifests, and engineering plans related to pretreatment devices and processes.
- Performs field investigations and system surveys to identify unauthorized discharges and potential threats to the sanitary sewer system.
- Issues Notices of Violation (NOVs), penalties, or other enforcement actions when necessary, and works collaboratively with customers on corrective action plans
- Prepares written reports, correspondence, and documentation for regulatory agencies and internal use; ensures accurate and timely recordkeeping.
- Conducts public education and outreach efforts, including FOG-related campaigns and industrial user compliance workshops.
- Coordinates sampling schedules, chain of custody, and lab testing for industrial users and municipal sewer monitoring points as required.
- Assists in sewer system maintenance activities, including line locations, monitoring manholes, and troubleshooting system blockages due to FOG or industrial discharge.

Special Requirements, Education & Experience

- Working knowledge of federal and state pretreatment regulations (40 CFR Part 403 and NC pretreatment rules).
- Working knowledge of the construction, maintenance, and operation of wastewater collection systems.
- Working knowledge of inspection and sampling techniques for both FOG and industrial wastewater sources.
- Working knowledge of interpreting laboratory results, permit conditions, and enforcement procedures.
- Skill in technical report writing and database recordkeeping.
- Skill in using field equipment such as samplers, flow meters, and manhole inspection tools.
- Ability to communicate effectively with business owners, contractors, and industrial representatives regarding regulatory requirements.
- Ability to read and interpret blueprints, plumbing diagrams, and engineering drawings.
- Ability to work independently and make decisions in the field with minimal supervision.
- Ability to enforce regulations tactfully but firmly, maintaining good customer relations and professional demeanor.
- Basic knowledge of conflict resolution and customer service best practices.
- Ability to establish and maintain effective working relationships with coworkers, regulatory agencies, and the general public.

Education & Experience

- Required: High School diploma or GED, NC Wastewater Collection System Operator – Grade I Certification (or ability to obtain within 12 months of hire)

- Preferred: NC Pretreatment Program Certification, Vocational or Technical Education in Environmental, Wastewater, or related major field or Associate degree in Environmental Science, Biology, Chemistry, or related major field
- Experience in data analysis, dashboard management, and working with SCADA, CMMS, and GIS systems.
- Preferably 2-3 years of local government experience.

OR

Depending on the position, the Town may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

SUBMIT OFFICIAL APPLICATION USING THE TOWN'S CAREER WEBSITE

https://www.townofclaytonnc.org/

If you have technical issues submitting your application, please call the NEOGOV (governmentjobs.com) Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Human Resources Office. If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. To check the status of your application, please log on to your NEOGOV account and click "Application Status".   It is not necessary to contact the Human Resources Office to check the status of an application. Normal processing time for applications is 30-45 days from the closing date of the posting.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders. Degrees must be accredited by the U.S. Department of Education. Transcripts and degree evaluations may be uploaded with your application. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit.   Attached or incorporated resumes (including Text Resume's on the on-line application) WILL NOT be used for screening for qualifying credit. "See Resume" or "See Attachment" WILL NOT be accepted in lieu of completing an on-line application form. Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Applicants may be subject to a criminal background check.   Credit and motor checks are required for some administrative, finance and operational positions. Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screen once they are verbally given a conditional offer of employment. Depending on the position, employees may be subject to random drug and alcohol screens throughout their employment. Applicants have rights under Federal Employment Laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act (EPPA).

Town of Clayton employees enjoy many benefits including a retirement pension plan, 401K membership, Paid Vacation, Sick and Holiday Leave, State Health Plan, and various other benefits. Benefits information can be found by going directly to the Town of Clayton website at: https://www.townofclaytonnc.org/251/Benefits.

When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The Town of Clayton is an Equal Opportunity Employer. Hiring salary will not exceed hiring pay range unless approved by the Town Manager.

Applications may be reviewed to determine if applicants education and experience is more applicable to other vacant positions within the Town.

Employer   **Address**

Town of Clayton

Phone

919-553-5002

111 E Second St.
PO Box 879
Clayton, North Carolina, 27520-2459

Website

http://townofclaytonnc.org

Pretreatment/ FOG Coordinator Supplemental Questionnaire

*QUESTION 1

Do you have any licenses or certifications pertaining to wastewater treatment and/or Pretreatment? Is so, please list below.

*QUESTION 2

Do you have any experience pertaining to grease trap inspections of FSEs and/or use of a FOG BMP Software?

*QUESTION 3

Do you have any laboratory experience pertaining to wastewater treatment?

*QUESTION 4

This is a service critical position which will require employee attendance during inclement weather, possible holidays, and after hours. Are you able and willing to commit to this for this position?

*QUESTION 5

Are you willing to accept the position if offered at the recruiting salary pay range $45,675.00 - $57,041.00?

○ Yes

○ No

* Required Question