

PRETREATMENT COORDINATOR

GENERAL STATEMENT OF DUTIES: This employee shall enforce 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.

DISTINGUISHING FEATURES OF POSITION CLASS: This position provides the necessary hands-on technical and operational support to promote compliant wastewater operational status at all times.

ESSENTIAL JOB FUNCTIONS:

Interacts with the Town staff, citizens and regulatory personnel to maintain complaint operations and deliver quality wastewater services.

Must attain any of the required NC certifications, as the Division requires.

Must maintain an active NC Driver's License.

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.

Effectively work with all Town employees and citizens.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position will require some heavy work on occasions to exert up to 20 pounds of force and less force more frequently to move objects. Physical activities related to this position will include climbing, balancing, standing, stooping, walking, pushing, lifting, hearing and talking. Sufficient visual activity is required to analyze data, figures, and using measuring devices. An employee in this position will be exposed to noise, heat, cold vibration and confined spaces. Job hazards will include working in high places, exposure to hazards such as chemicals, electricity, oils, moving parts and biologically infectious substances.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School diploma or GED, Valid NC Drivers license

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.

PREFERRED ADDITIONAL PROFESSIONAL REQUIREMENTS:

Requires a Grade IV WWTP Operators Certificate from the State of North Carolina.

Certified Laboratory Technician from the State of North Carolina.

Be able to acquire a Grade III Collection System Operators License in three years.

Must reside within thirty minutes travel time of the Town's WWTP.