



CLASSIFICATION DESCRIPTION

TITLE: UTILITY PRETREATMENT INSPECTOR **JOB CODE: 11 (Non-Exempt)**

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of this position is to manage the pretreatment program, monitor and perform routine and complex inspections relative to the requirements of the City of Palm Coast Pretreatment Ordinance 07-10. Employees in this classification function at senior level and are responsible for performing routine and complex inspection and maintenance duties, ensuring efficient and effective operation of reclaim water facilities and equipment. Position possesses advanced laboring knowledge acquired through training and work experience. Objectives are to ensure a reduction or elimination of any negative impact of any commercial or industrial waste byproduct on the wastewater collection system and treatment facilities along with the effective processing and distribution of reclaimed water for beneficial reuse applications.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Perform routine pretreatment compliance inspections and document reports, track and incorporate new facilities that meet the requirements for pretreatment compliance into the program, track and remove facilities from the program that no longer function, exist, or meet the requirements of the program.
- Maintain tools and equipment required for the implementation of the pretreatment and reclaim water programs.
- Records daily pump readings, e.g., pressure, flow, time, chemical usage, pump function/operation; perform corrective measures to pump operations and settings as necessary.
- Performs clerical duties, e.g., data entry; generates spreadsheets for process control; prepares various reports; performs calculations, runs quantitative/qualitative analysis, and interprets data for performance evaluation.
- Performs routine and highly skilled operational and regulatory work in the testing and treatment of City reclaimed water in compliance with all applicable City, State and Federal regulations and guidelines; regulates reclaimed water flow and water pressure equipment

- Monitors various operational aspects of wastewater/reclaim water processing, e.g., chemical use, power consumption, generator use, volume processing.
- Performs various maintenance and purging duties; monitors and sets chlorine machinery to obtain proper chemical usage readings.
- Coordinates with utility crews on leaks, main breaks, or related critical events; responds to emergency call-in in disasters or other critical events.
- Performs routine maintenance and repair duties of water/wastewater equipment and facilities, e.g., pumps, storage tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemicals handling.
- Provides guidance and instruction to less knowledgeable operations staff in more complex diagnostics and aspects of the work.
- Performs all other related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by five (3) year's experience in Wastewater Treatment or Wastewater Collection infrastructure repair and maintenance; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

Class C FDEP Wastewater Treatment Operator License or Class B Wastewater Collection System Certification issued by the Florida Water & Pollution Control Operators Association preferred, or an equivalent combination of education, training, and experience

FIPA FOG I & II Management Certification (must obtain within first year of employment)

FW&PCOA Reclaimed Distribution Certification (must obtain within the first two years of employment)

FW&PCOA Reclaimed Site Inspector Certification (must obtain within the first two years of employment)

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow verbal and written instructions.
- Thorough knowledge utility Industrial Waste Ordinance and reuse systems and operations.
- Thorough knowledge of the collection, treatment, dispersal, and disposal of water/wastewater in compliance with all applicable City, State and Federal rules and regulatory requirements applicable to the work.
- Thorough knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in water utilities operations and preventative maintenance field.

- Skill in inspecting utilities machinery and mechanical equipment and detecting and identifying apparatus malfunctions.
- Thorough knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios, and percentages.
- Skill in reading and interpreting readings, measurements and flow rates obtained through application of diagnostics, laboratory sampling and testing equipment. Reading and interpreting various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation. Reading and interpreting a variety of instructions in written, oral, diagram, or schedule form.
- Ability to operate various office equipment, e.g., computer terminals, telephone systems, calculator.
- Ability to establish and maintain effective working relationships and communications with other employees, vendors, and the public.
- Ability to meet established deadlines and follow up on assignments with a minimum of direction.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is occasionally required to lift, move or carry objects up to 100 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, gases, odors, or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness, and humidity. While performing the essential functions of this job, the incumbent is occasionally exposed to possible bodily injury from electrical shock; falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.