Pretreatment Coordinator

Rogers Water Utilities is seeking a candidate for Pretreatment Coordinator. The successful candidate will be working with our team at our state-of-the-art **Wastewater Treatment Facility** (WWTP) providing the best service to our customers. The position will focus on designing, implementing, and enforcing the Pretreatment Program to protect the sewer system, the treatment plant, and Osage Creek.

Responsibilities:

- Identify industrial and non-domestic sources that discharge pollutants to the WWTP, and determine which are Significant Industrial Users (SIUs) under federal 40 CFR criteria.
- Gather, review, and file information from industrial and commercial users to determine the type and quantity of discharged pollutants.
- Write, update, and reissue SIU permits and fact sheets, including limits, monitoring frequency, reporting requirements, slug/spill control, pollution prevention, and noncompliance penalties.
- Prepare a sampling schedule in cooperation with other members of the Environmental Services Team and monitor and inspect each SIU at least once per year using correct sampling and standard inspection procedures.
- Prepare, preserve, and deliver samples and complete chains of custody.
- Review SIU Discharge Monitoring Reports and revisions to Slug Control Plans, Pollution Prevention Plans, and Signatory Authorization letters.
- Monitor WWTP influent and effluent for metals, low-level mercury, phenol, cyanide, and priority pollutants in accordance with the facility's NPDES permit and monitor Osage Creek when necessary.
- Respond to alerts from operations or sewer field teams and to upsets and non-routine problems involving the WWTP, SIUs, or sanitary sewer; investigate unusual pollutants entering the WWTP or sewer system and determine their source.
- Permit and track liquid waste haulers that dispose of wastewater at the WWTP.
- Represent the WWTP on stormwater permit issues.
- Cross-train to cover laboratory duties when other team members are absent due to an emergency, sickness, or vacation.
- Maintain paper and electronic files for the pretreatment program and effectively manage time, priorities, schedules, and regulatory deadlines.
- Develop and update technically based local limits and headworks loadings and evaluate surcharge limits and fees.
- Update the industrial pretreatment section of the city ordinance and maintain the Pretreatment Implementation Manual.
- Assist in planning and preparing annual budget needs for the Pretreatment Program.
- Provide oral or written progress reports to the Environmental Services Coordinator on the status of the Pretreatment Program; prepare the annual pretreatment report for the Arkansas Department of Environmental Quality (ADEQ); and represent the WWTP during ADEQ Pretreatment Program audits.
- Participate in continued training and education by completing relevant courses and attending conferences;
- Participate in Environmental Services Team meetings and cross-training exercises and in the development and execution of team goals and objectives.
- Assist in conducting plant facility tours and on-site training; represent the utility at conferences.
- Perform any other related duties as required or assigned.

Qualifications:

- Four-year degree from an accredited college or university in an environmental science related field, plus 2 years of experience in the industrial pretreatment field (or an equivalent combination of education and experience).
- Knowledge of federal, state, and local pretreatment regulations, or the ability to quickly acquire it.
- Knowledge of analytical methods for wastewater analysis, sampling, and preservation techniques.
- Ability to communicate effectively, orally and in writing, and maintain cooperative working relationships with coworkers, other city agencies, local industry and business representatives, Pretreatment Coordinators from other cities in the state, state officials, customers, regulators, and the public.
- Ability to calculate proportions, percentages, area, circumference, and volume, and to apply fractions, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret a wide variety of technical instructions in mathematical or diagram form.
- Advanced understanding of computers and software, specifically MS Office (Word, Excel, and PowerPoint) or the equivalent.
- Must have a valid Driver's License.
- Must be able to obtain a Class 3 Wastewater Treatment Operator's license.
- Must be able to work in an outdoor environment, including frequent exposure to weather and work near moving mechanical parts.
- Must be able to occasionally lift and/or move up to 50 pounds.
- Must pass a mandatory pre-employment drug screen.
- Must be available to work regular schedule from 8:00 am to 4:30 pm, Monday through Friday.
- Must be available for emergency calls as assigned.
- Must be able to represent RWU in a professional manner.

SECURITY / SAFETY SENSITIVE POSITION

Based on definitions in the RWU Employee Policy Manual, this position meets the criteria to be defined as a Security or Safety Sensitive position. As a result of this determination any employee working in this position is required to disclose to their Department Manager or Superintendent the use of any prescribed medication, including marijuana, which has the potential to impact the employee's ability to perform the duties of their position.

Who We Are:

Rogers Water Utilities is committed to preserving public health and the natural environment. The employees of Rogers Water Utilities are highly trained and service-oriented. We want to serve you in the most efficient, courteous way possible.

Preferred Knowledge/Skills:

Additional skills and/or training in any of the following areas is considered a benefit for this position: industrial pretreatment program experience; analytical methods for wastewater sampling, preservation, and analysis; NPDES permitting; and stormwater permitting.

Benefits:

- Medical, Dental, & Vision Insurance beginning first of month after completing 30 days.
- Company paid life and long-term disability plans
- Paid Vacation and Sick Days
- Retirement Planning (APERS)

- 12 Paid Holidays
- Salary Range - $28.66
- Allowance for Boot purchases
- Full-Time Position

Applicants must be authorized to work in the U.S. We are unable to sponsor or take over sponsorship of an employment visa. Applicants resume subject to FOIA.