CITY OF HELENA

Position Title: Pretreatment Coordinator

Department: Public Works **Division:** Engineering

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to serve as a primary resource and information source regarding the procedures, objective and operational functions of the Industrial Pretreatment Program; interpret regulations, policies and procedures; answer questions, provides information and resolves complaints where judgment, knowledge and interpretations are utilized; and provide reporting, financial and budget preparation and assistance to the program.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

This position receives, compiles and organizes information for the preparation of a variety of correspondence, documents, and reports mainly for regulation agencies, but to other departments, outside agencies, and the general public while maintaining confidentiality when required; prepares information needed in administrative decisions and in facilitating the implementation of the program and policies; tactfully and effectively deals with citizen complaints; provides public outreach and education; participates in meetings at supervisors request; researches, collects, compiles, tabulates, analyzes and summarizes data and information pertaining to specified actives, operation or functions as assigned.

The incumbent prepares and reviews pretreatment reports to ensure compliance with ordinances, rules, regulations, policies and laws; reviews new and existing Commercial and Industrial developments for compliance with all City, State, and Federal pretreatment regulations; operates and maintains portable sample collection equipment; performs the lead role in writing permits, correspondence, laboratory reports and other periodic reports; develops and prepares the pretreatment budget and attends budget meeting with department head; reviews related invoices and monitors expenditures; orders, receives, inventories, stores and distributes supplies, forms and related items; prepares purchase orders and procures equipment and services as directed; and establishes and maintains complete records and history files including financial, budget, operational and administrative records.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Local government and its operating departments
- Computer equipment and software needed to efficiently perform job duties
- Pretreatment and compliance requirements
- Principles and practices of business letter writing, record keeping and effective public relations
- Intermediate mathematical skills and formulas

Skill or ability to:

- Prepare and maintain accurate and proper records and reports
- Establish and maintain effective working relationships with fellow employees, superiors, business owners and the public
- Maintain a detailed knowledge of wastewater and storm water sampling techniques, sample preservation requirements and chain-of-custody procedures
- Apply City Ordinance requirements in a fair and equitable manner
- Attend workshops, conferences and classes to increase professional knowledge
- Learn the procedures and functions of position
- Lean, interpret and apply pertinent Federal, State and local laws, codes and regulations, including administrative and departmental policies and procedures

- Respond in a timely manner to inquiries and requests for information
- Maintain confidential data and information
- Independently prepare correspondence
- Plan and organize work to meet schedules and deadlines
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing

Physical Demands:
Ability to work in a standard office environment and outdoors, Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs. Ability to travel to different locations and worksites. Ability to distinguish color; wear protective apparel to protect against elements. Exposure includes cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, confined spaces, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards.

Safety
Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):
This position requires a minimum of high school graduation or equivalent, supplemented by specialized training and course work in industrial pretreatment or a related field AND a minimum of five years of increasingly responsible industrial pretreatment experience that included EPA Industrial Pretreatment Program sampling, inspections and compliance requirements. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:
Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:
Direct supervision from Stormwater Engineer

Supervision Exercised:
None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.