

NEW Water
Pretreatment Program Coordinator - Job Description



Salary Wage Range: \$62,858 - \$88,733
 Hiring Wage Range: \$62,858 - \$73,840
 (Note: the wage information is 2018 salary range)

SECTION 1		DEMOGRAPHIC INFORMATION	
Job Title	Pretreatment Program Coordinator	Division	Technical Services
Department	Field Services	Reports To (Job Title)	Field Services Manager
Full-Time / Part-Time	Full time	Part-Time (Hrs per Wk)	
Pay Grade	11	Exempt/Non-exempt	Exempt
Adoption Date (original job description date)	Unknown	Last Revision Date	July 30, 2015
Approved By (generally same as "Reports To")	Field Services Manager	Human Resources Approval Date	April 18, 2017
Director Approved By (Job Title)	Director of Technical Services		

SECTION 2	JOB SUMMARY
The Pretreatment Program Coordinator position is responsible for the continued development, implementation and management of NEW Water's Industrial Pretreatment Program, the Hauled Waste Receiving Program (domestic and high strength); and identifying, recommending and implementing pollution prevention strategies to mitigate compounds of concern identified on our WPDES permit.	

SECTION 3.....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Description of Duties	Frequency	
Key Area: Industrial Pretreatment Program	65% of job	
Interpret and administer USEPA/WDNR Pretreatment Program rules	D	
Administer local limits determination	A	
Monitor, report and issue enforcement action with applicable pretreatment standards or requirements for each calendar reporting half cycle	Q	
Exercise independent authority when evaluating chemical discharge requests	W	
Develop and provide direction to Field Services for sampling and inspecting of permitted industries	Q	
Budget for pretreatment revenue projections	M	
Forecast pretreatment program revenue for annual budgeting and reconcile monthly invoices with accounting records.	M	
Maintain positive and constructive relationships with industry representatives	D	
Investigate noncompliance issues with industries and coordinate for their correction	Q	
Act as a technical resource for industrial facilities to ensure compliance with issued discharge permit and implement pollution prevention strategies	W	
Provides day to day direction to the Pretreatment Intern	D	
Prepare pretreatment industrial compliance achievement awards	A	
Assist with the development of the Field Services Departmental budget as it relates to the Pretreatment Program	A	
Represent NEW Water in a professional capacity regarding industrial discharge issues and pollutants of concern at informational meetings, conferences, DNR and EPA		
Key Area: Hauled Waste Receiving Program (Domestic and High Strength)	15% of job	
Issue and renew hauled waste discharge permits	A to N	
Develop hauled waste rates for specific and general following Wisconsin Act 347	M	

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Manage the hauled waste receiving stations and their kiosk centers	D
Select samples for analysis and review the analytical data	W
Audit treatment services units for monthly invoicing and reconcile monthly invoices with accounting records	M
Resolve billing issues	N
Identify, develop and maintain relationships with industrial facilities that generate beneficial high strength waste for co-digestion	M
Exercise independent authority and discretion when reviewing hauled waste source requests and coordinate their delivery with treatment personnel.	W
Develop and budget for hauled waste revenue projections including tracking, trending, reporting and detailed explanations of budget deviations	M
Key Area: Pollution Prevention	10% of job
Identify sources of phosphorus, mercury, nitrogen or other identified compounds of concern within the collection system	M
Work with industrial dischargers to mitigate their discharge load of phosphorus, mercury, nitrogen or other identified compounds of concern through the collaborative development of pollution prevention strategies	Q
Develop, manage and coordinate pollution prevention strategies and projects to optimize the efficiency of the GBF and DPF	Q
Evaluate industrial operational practices, liquid chemical evaluations and develop source control of particulate matter containing phosphorus, mercury and nitrogen or other identified compounds of concern	N
Evaluate industrial practices and product requirements to reduce/eliminate the use of acids to eliminate the need for regulatory oversight	Q
Key Area: Special Projects and Committees/Teams	10% of job
Lead or provide technical support for special projects assigned by the Field Services Manager or Director of Technical Services including rendering technical opinions, leading meetings, writing technical memos and make presentations at technical conferences and educational institutions	M
Participative member of the Billing Committee to ensure compliance with Billing Methodologies, fielding internal and external flow and loading concerns; and investigating and resolving issues within the sewer service area.	M
Participate on an Ad Hoc committee for the review and modification of the Sewer Use Ordinance	N
Presentations at in-house or external customer meetings	N
Other:	
Perform other job related duties as assigned.	
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	
Follow organizational policies and procedures.	

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Bachelor's Degree	Analytical Chemistry, General, Organic or Inorganic Chemistry, Engineering, Environmental Science or similar field of study.
Additional Information Regarding the Required Education:	

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	Other Specific Experience Required or Preferred
4-5 years	
	Minimum of four years of experience in the wastewater field with knowledge of USEPA (40 CFR 403) and WDNR regulations (NR 211) in the administration of a National Industrial Pretreatment Program and experience in developing and administrating pollution prevention programs is necessary.

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SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Y	
Preferred Certification/Licensure		
N/A		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<ul style="list-style-type: none"> - Knowledge of principles and practices of analytical chemistry and laboratory practices - Knowledge of USEPA and DNR rules and regulations for a National Pretreatment Program - Knowledge of biochemistry involved in wastewater treatment processes and procedures including hydrogen sulfide mitigation, wastewater metering and sampling equipment practices - Knowledge of ordinances and policies regarding sewer use and program billing - Knowledge of preventive infrastructure practices, methods, tools, and equipment used in wastewater flow metering, sampling and pH monitoring of wastewater discharges - Knowledge of chemical elements, structures and properties - Knowledge of federal and state testing procedures and instrumentation utilized for testing - Ability to understand complex policies, procedures and technical problems using sound judgement to recommend an effective and appropriate solution - Ability to direct day to day activities of intern staff - Ability to evaluate the impact of proposed USEPA and DNR regulation changes to the Industrial Pretreatment Program and represent NEW Water in such manners, create documentation and records to support NEW Water's position - Ability to develop collaborative and effective relationships with industrial representatives, federal and state agencies, lawyers, consultants, stakeholders, municipal customers, NEW Water management, Commission and the general public - Possess strong and effective oral and written communication skills - Ability to plan, coordinate and organize projects and teams. - Possess strong analytical problem solving, decisive decision making and work prioritization skills are necessary - Ability to assess and understand complex environmental policies, procedural and technical issues that could affect an industrial user and/or NEW Water - Ability to be a self-starter and work within a self-directed work environment are desired

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Outlook, Word, Excel, SharePoint, Executime, StarLims, Matex hauled waste program software and Viconet video software for Hauled waste sites.

SECTION 9 EQUIPMENT / MACHINERY UTILIZED
Basic office equipment, NEW Water passenger vehicles, desktop personal computer, hauled waste kiosk.

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
Job Centered / Work Unit: <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input type="checkbox"/>
Department-Wide: <u>Decisions made</u> may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input checked="" type="checkbox"/>
Multiple Departments: <u>Decisions</u> are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: <u>Decisions</u> are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

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SECTION 11 JUDGMENTS / DECISION-MAKING EXAMPLES

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Granting or denying approval to discharge a chemical or waste	NA	W
Investigate industrial noncompliance issues and recommending corrective actions to return compliance with permit	Field Services Manager	Q
Analytical results for a specific sample does not match typical characteristics and trends	NA	W
Identifying and determining whether an industrial discharger meets conditions to be incorporated under the pretreatment program and be issued a permit or determining whether an existing discharger no longer meets conditions and should be removed from the program	Field Services Manager	Q

SECTION 12..... PROBLEM SOLVING

Example of Problem (3-5 examples)	Resources Used
Granting or denying approval to discharge a chemical or waste	SDS, Merck Index, ordinance, experience and understanding, Treatment Manager
Investigate industrial noncompliance	Experience and understanding of complex industrial chemistries, unique industrial processes, treatment technologies, pollution prevention strategies
Service billings are questioned and/or challenged	Field Services Manager, understanding of service area, understanding of flow measuring and sample collection techniques, intimate understanding of the NEW Water sewer service area and billing methodologies within the ordinance
Analytical results for a specific sample does not match typical characteristics and trends	Historical data, standard methods, current analytical procedures, chemistry and instrumental equipment.
Educate non-technical industrial managers, customers, waste haulers, university staff and the public on complicated regulatory programs (pretreatment, hauled waste, pollution prevention) and billing programs	State and federal, lifting section(s) that apply to industries and conveying the information in a non-scientific message for mutual understanding.

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Federal, state and local government	Discuss, clarify, interpret rules, compliance issues, billing issues, presentations	W
Industrial Environmental Managers	Discuss compliance, data, approval of various chemicals/wastes, pollution prevention strategies	D
Legal Staff	Ordinance enforcement, industrial user or discharge issues	A
Waste Haulers	Receiving site or delivery changes, annual rates and approvals of various industrial or special wastes	W
NEW Water Laboratory and Treatment staff	Arrange for special sampling needs, discuss analytical results/anomalies, facility impacts of various industrial or	W

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	special wastes. Identify beneficial wastes for R2E2 co-generation and plant optimization.	
NEW Water Commission	Discuss and inform regarding industrial noncompliance and recommended corrective actions.	A
Field Services Manager	Discuss work schedule, tracking of abnormal wastes received at either facility, billing, planning, industrial waste compliance issues, intern performance and budgetary needs	D
Accounting Department	IPS billing, hauled waste billing, customer billing, revenue budgeting, reporting and year-end reconciliation with accounting invoices	W
University staff	Collaborative partnerships, technical discussions and issues, chemical approvals	Q
Executive Director	Approval and submittal of annual program report to DNR, issues regarding industrial users and/or their discharges	N

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY

Action	Yes	No	Provides Input
Screen / Interview Applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coach Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title

SECTION 15..... WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Refer to ErgoFactor Job Analysis for this position for details.
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SECTION 16ADDITIONAL COMMENTS

The incumbent will be responsible to respond to industrial emergency (24/7/365) discharge events that could negatively affect the interceptor system and the biological treatment process at each treatment facility.

Must possess a considerable degree of safety awareness because they are frequently driving to and from meetings with industrial dischargers and entering industrial facilities that present various equipment, chemical and facility related hazards.

Must be able to clear security requirement for Austin Straubel International Airport access.

THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.