Santa Ana Watershed Project Authority
Invites application for the position of:

Pretreatment Program Specialist/
Senior Pretreatment Program Specialist

11615 Sterling Avenue, Riverside, CA 92503  |  951.354.4220
www.sawpa.org/employment-opportunities
The Santa Ana Watershed Project Authority (SAWPA) is accepting applications to fill one vacancy in the Pretreatment Program Specialist series. Placement of the successful candidate in the Pretreatment Program Specialist or Senior Pretreatment Program Specialist classification will depend on the individual’s qualifications and experience. For more information, visit: [http://www.sawpa.org/employment-opportunities/](http://www.sawpa.org/employment-opportunities/).

**SALARY**

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
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<tbody>
<tr>
<td>Pretreatment Program Specialist</td>
<td>$85,217.91 - $103,582.90 annually</td>
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<tr>
<td>Senior Pretreatment Program Specialist</td>
<td>$98,826.65 - $120,124.41 annually</td>
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**THE POSITION** *(Posted: 12/01/2020)*

Under general direction, plans, organizes, and implements programs, activities, and special projects for the Permitting and Pretreatment Program (Program); implements policies and procedures to ensure SAWPA’s Program complies with all Federal, State, Orange County Sanitation District (OCSD, a control authority) and local discharge requirements; performs/participates in all phases of the Program including permit preparation, monitoring, inspection, reporting, and document and data management; performs QA/QC; coordinates with permittees and potential dischargers; coordinates with SAWPA agencies; performs/assists with audits of activities and programs; and performs related duties as assigned.

Participates in all activities and directs staff/consultant personnel engaged in the conduct of the Program.

Possesses a detailed understanding of industrial wastewater treatment, associated Federal/State requirements, applicable ordinances, contracts, policies and procedures and other Program documents, contract development and implementation, permitting, inspection, monitoring, enforcement, reporting, and customer relations.

Effectively and efficiently performs assignments that are broad in scope, involve complex issues and require independent judgment, interpretation, and evaluation. Work involves significant accountability and independent decision-making responsibilities. Work and results are reviewed through inspection and analysis of records and reports, feedback from agencies participating in the Program, permittees, OCSD, and results of audits.

**EXAMPLES OF DUTIES/RESPONSIBILITIES**

Note: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

**Pretreatment Program Specialist**

- Assists in the implementation and oversight of the SAWPA Pretreatment Program ensuring its conduct per Federal, State and local requirements and the approved program documents (Ordinance, Policy Manual, Enforcement Response Plan, Local Limits, Procedures, etc.) including permit preparation and review, monitoring, inspection, enforcement, and reporting.
- Checks plans, specifications and documentation of new businesses, ranging from simple to the most complex facilities, for conformance with regulations and standards and Federal pretreatment requirements; communicates requirements for pretreatment and monitoring equipment to businesses and performs onsite inspections to ensure compliance with approved plans for pretreatment systems and monitoring stations.
- From simple to the most complex facilities, evaluates waste discharge application documentation, prepares Permit Fact Sheets
containing effluent limitations, monitoring requirements, reporting requirements and special conditions, and recommends proper control mechanisms; revises control mechanisms as needed to comply with changes in Federal, State and local regulations.

- Plans, organizes and coordinates special projects on sewer collection systems and other operational issues, including researching and analyzing issues, technical report writing and data management; examples include flow monitoring studies, industrial pollution prevention, residential source control, local limits studies, and sampling quality assurance and quality control.
- Contributes to the development of an annual program plan including permit renewals, inspections and monitoring; implements plan.
- Inspects and monitors commercial and industrial businesses ranging from simple to the most complex dischargers, to ensure compliance with SAWPA and regulatory requirements regarding composition and quantity of discharges into the wastewater collection system; prepares court-admissible documentation of all inspection activities.
- Coordinates SAWPA programs with other agencies and customers that discharge into SAWPA’s wastewater collection system.
- Schedules and coordinates activities with customers and other SAWPA personnel.
- Updates and maintains databases, providing synthesis of available information.
- Contributes with audits of agency Pretreatment Programs for compliance with regulations and requirements.
- Assists in the selection of consultants to provide professional services on Program activities and special projects.
- Evaluates and recommends issuance of compliance notices and actions such as written warnings and notices of violation.
- Makes presentations to agencies, permittees, potential dischargers and public interest groups; participates in and represents the Agency in meetings with the public, citizen groups, professional associations, private firms, the other agencies; makes recommendations to management.
- Implements assigned Program activities.
- Ensures the Agency’s safety program and goals are implemented and that safe work practices are employed; develops and proposes safety requirements.
- Responds to emergency situations as necessary.
- Researches new operational methods, techniques and equipment and recommends their application.
- Reviews and interprets laboratory wastewater sample data.
- Meets and consults with OCSD and agency personnel concerning impacts of commercial and industrial discharges on the operation of the collection system and wastewater treatment facilities.
- Perform related duties and responsibilities as assigned.

**Senior Pretreatment Program Specialist**

**All the duties of a Pretreatment Program Specialist plus the following:**

- Temporarily fulfills the duties of the Manager of Permitting and Pretreatment during the absence of the Manager.
- Schedules and coordinates various elements of the Pretreatment and Source Control Program; recommends the adoption of policies and ordinance provisions.
- Conducts audits of agency Pretreatment Programs for compliance with regulations and requirements.
- Evaluates and recommends issuance of compliance notices and actions such as notices of violation and cease and desist orders.
- Provides training for other SAWPA staff, agency staff and customers.
- Oversees consultants and staff; directs Program activities.
QUALIFICATIONS

This position will be filled at the Pretreatment Program Specialist or Senior Pretreatment Program Specialist level based on qualifications. Any equivalent combination of experience and training would be qualifying. Please reference posted job descriptions for specific information.

EXAM PROCESS

Applications will be competitively screened based on minimum qualifications of the position. Based on a review of the application materials, the most qualified candidates will be invited to participate in the examination process which may consist of an oral, written and practical examination process or other appropriate job-related selection process. The exam process will be preformed in accordance with any provisions set forth by Governor Gavin Newsom resulting from the threat of COVID-19.

SELECTION PROCESS

Any candidate selected for hire will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by an agency-selected physician(s) before hire and will be required to submit a verification of the legal right to work in the United States. After appointment, employees must satisfactorily complete a probationary period to be eligible for regular status. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three (3) days of employment.

APPLICATION PROCESS

APPLY IMMEDIATELY: This position is at-will and may close at any time without notice. Interested applicants must submit a completed SAWPA employment application, cover letter and resume to: SAWPA, Attn: Human Resources, 11615 Sterling Avenue, Riverside, CA 92503, or at jobs@sawpa.org no later than Friday, January 15, 2021 at 5:00 PM PST. Application may not be submitted in person. Electronic submissions are encouraged; the email subject line should read: Pretreatment Program Specialist Position.

A fully completed, signed SAWPA employment application, a cover letter and resume must be submitted in order to receive consideration; if you submit multiple applications, ONLY your most recent application and attachments provided at that time will be considered. SAWPA reserves the right to reject all applications. All communications regarding the selection process will be via email. Do not call SAWPA regarding this recruitment. Applicants are encouraged to check their e-mails frequently to obtain any correspondence associated with this recruitment. Please be sure the email provided on the application is always current; it is your responsibility to update your personal information. Update your Spam, Junk, Bulk and Firewall settings as needed to ensure that you receive all information pertaining to this recruitment. For more information, visit: http://www.sawpa.org/employment-opportunities/.

EOE/M/F/D/V/SO

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.