



## CLASSIFICATION SPECIFICATION SENIOR PRETREATMENT PROGRAM SPECIALIST

Status: At-Will  
FLSA Status: Non-  
Exempt

Santa Ana Watershed Project Authority  
Effective Date: July 1, 2017  
Revision Dates: November 20, 2020

### DEFINITION:

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 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 audits of activities and programs; and performs related duties as assigned.

All SAWPA employees are designated Disaster Service Workers pursuant to state law (California Government Code Sections 3100-3109) and are expected to work overtime, weekends, evenings and holidays as required to accommodate the Agency needs, in addition to responding as a Disaster Service Worker.

### SUPERVISION EXERCISED:

Exercises no supervision.

### DISTINGUISHING CHARACTERISTICS:

Participates in all activities and 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 IMPORTANT AND ESSENTIAL DUTIES:

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 class.

- 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. Temporarily fulfills the duties of the Manager of Permitting and Pretreatment during the absence of the Manager.

- 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.
- Schedules and coordinates various elements of the Pretreatment and Source Control Program; recommends the adoption of policies and ordinance provisions.
- 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.
- Conducts 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 notices of violation and cease and desist orders.
- 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.
- Provides training for other SAWPA staff, agency staff and customers.
- 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.
- Oversees consultants and staff; directs Program activities.
- 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.

**OTHER JOB RELATED DUTIES:**

- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:****Knowledge of:**

- Manufacturing processes as sources of industrial waste and their effects on wastewater treatment processes.
- Pretreatment standards, systems and processes as well as wastewater treatment processes.
- Safety regulations, safe work practices and safety equipment related to the work.
- Computer applications related to the work.
- Relevant monitoring, sample collection and quality control and field-testing equipment and procedures.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Project scheduling and forecasting techniques.
- Principles, techniques, and methods of investigation, research, and survey.
- Safe driving principles and practices.

**Skills and Abilities:**

- Operate modern office equipment including computer equipment and software used in project management, planning, and engineering.
- Operate a motor vehicle safely.
- Read and interpret regulations, ordinances, requirements, compliance responses and actions, plumbing blueprints, drawings, specifications and technical manuals.
- Prepare clear and concise records, reports, correspondence and other written materials.
- Communicate ideas clearly and concisely both orally and in writing.
- Follow and apply written and oral work instructions.
- Make sound independent judgments within established guidelines.
- Train others in work processes and procedures.
- Recommend and implement goals, objectives, and practices to provide an effective and efficient pretreatment program.
- Manage and coordinate the work of personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Read and understand engineering plans.
- Handle multiple concurrent activities and tasks.
- Plan and organize work to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE | TRAINING/EDUCATION | LICENSE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- **Experience:** Three years of experience in environmental, industrial, quality control, or process operations, inspection or regulation at an entry or junior level. Master's degree in chemistry, environmental science, engineering or a closely related field may substitute for two years of experience.
- **Training/Education:** Graduation from an accredited college or university with a bachelor's degree in chemistry, environmental science, engineering or a closely related field; and three years of progressively responsible experience in source control or industrial waste inspection; or an equivalent combination of education, training and experience.

- **License or Certificate:**

- A valid California driver's license and the ability to maintain insurability under SAWPA's Vehicle Insurance Policy (maintain a driving record acceptable to the Agency's automobile Insurance provider). Must be able to drive own vehicle to project sites at various locations within Santa Ana River Watershed.
- A CWEA Environmental Compliance Inspector Certificate, Grade III, is desirable or the ability to obtain a Grade III certification within a year of employment.

### **SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 50 lbs.; exposure to outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; and walk or sit. Employees must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials, other SAWPA staff, and customers who may be upset or dissatisfied.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.