

Wastewater Treatment Facility Chemist/Pretreatment Coordinator

Class Definition:

General Statement of Duties: Responsible for the operation of the **Wastewater Treatment Laboratory**: to do chemical analyses and physical tests of raw and treated wastewater: to perform tests and chemical analysis on compost samples, to report the findings to government agencies: to perform beach sampling during the summer months and report the results to the Department of Health: To maintain the "Right to Know" information of chemicals at the facility and maintain and submit the Tier Two reporting: to develop, coordinate and implement local municipal **Industrial Pretreatment Program**: to visit and inspect said industries annually within the pretreatment program and submit reports to government agencies: To collect and supply information for monthly laboratory reporting.

Supervision Received: Works under the general supervision of the Water Pollution Control Facility Superintendent.

Supervision Exercised: Assigns and reviews work performance for conformance to regulations and instructions.

Illustrated Examples of Work Performed:

To perform chemical analyses and physical test of raw and treated wastewater. Testing required by our NPDES permit; including but not limited to total suspended solids, BOD, chlorine residual ,fecal coliform, enterococci, alkalinity, ph, and all nitrogen/phosphorus tests.

Responsible for the collection of both grab and composite samples for analysis.

To perform chemical analyses and physical test on compost samples.

To compile data and statistics concerning the operation of the sewage treatment and compost facility. To prepare and submit written reports for varying agencies and entering data into excel or access databases.

To perform laboratory analysis on beach sampling, summer months, and report results to the Health Department.

Maintaining laboratory chemical supplies inventory and ensuring that all laboratory equipment is calibrated and functioning properly.

Keep the right to know files up to date.

Report yearly the Tier 2, Hazardous Chemical Inventory.

Perform sampling and inspection of regulated industrial users as required by the RIDEM-approved Industrial Pretreatment Program and for compliance with the Town of Bristol Sewer Use Ordinance and issued Wastewater Discharge permits.

To administer the Industrial Pretreatment Program and maintain the associated industrial user files in accordance with the RI Pretreatment Regulations and Federal Pretreatment Regulations at 40 CFR 403

Issues Pretreatment Permits.

Annually responsible for the issuing of Pretreatment Permit billing and collection.

Responsible for the issuing of Enforcement Notice, Compliance Orders and Fines.

Responsible for the development and publication of an annual Pretreatment Compliance report to DEM and EPA.

Perform all duties associated with the laboratory.

To coordinate the laboratory procedures and pretreatment program with the federal, state and local agencies involved with wastewater treatment and composting operations and environmental protection agency.

Required Qualifications for Appointment:

Knowledge, Skills and Capacities: the ability to understand and perform all tasks associated with the operation of the Wastewater Treatment Facility laboratory. Ability to read analyze, and interpret common scientific and technical journals and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or from the business community. Ability to work with mathematical concepts such as probability and statistical inference.

Education and Experience:

Must possess at a minimum a bachelor's degree in chemical or biological sciences and have a minimum of one year of laboratory experience. Please see the attached from the "Rules and Regulations for Certifying Analytical Laboratories" taken from the State of Rhode Island and Providence Plantations Department of Health and the requirements of the RI and Federal Pretreatment Regulations.

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made for those with disabilities. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls and talks or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel or crouch. Employee must frequently lift and or move up to 10 pounds. Employee must have good vision abilities and be able to do close, distance, color, peripheral vision and depth perception and ability to adjust focus.

Special Requirements: Good physical condition with no defects of members, vision or hearing.

Work Environment:

The work environment characteristics described are representative of those an employee may encounter while performing the functions of this job. The employee is occasionally exposed to wet and or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, and extreme cold. The noise level can at times be loud.