

INDUSTRIAL WASTE ANALYST

DEFINITION

To perform technical duties in support of the implementation of the City's Industrial Waste Pretreatment Program ensuring compliance with local, State, and Federal requirements; to issue and renew industrial discharge permits; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Utilities Compliance Administrator.

Exercises technical and functional supervision over other technical staff, as appropriate.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Interpret and enforce pretreatment regulations; inspect industrial facilities to ensure compliance with Environmental Protection Agency (EPA), Regional Water Quality Control Board (RWQCB), and City pretreatment regulations.

Issue and renew industrial discharge permits for new and existing industries; maintain complete and accurate industrial user performance/compliance records.

Enter laboratory data into a computer system for further analysis and reporting purposes; maintain laboratory records, chain of custodies and prepare required reports; prepare and upload EDD files from contract labs to the HDR; update and institute necessary changes to the HDR IW database.

Assist with the development and implementation of policies, procedures, and program activities related to the City's Pretreatment Program; maintain and enforce the City's Fats, Oil and Grease Program; issue and renew Food Service Establishment (FSE) permits.

Inspect and collect wastewater from industrial facilities, potable water, swimming pool and surface water samples for chemical, bacteriological and biological analysis to ensure compliance with local, State, and Federal regulations.

Set up, calibrate, and operate a variety of field instruments such as pH, conductivity, dissolved oxygen meters and portable composite/discrete samplers.

Investigate illicit discharges reported by citizens, regional partners and/or City staff; respond to Sanitary Sewer overflows as part of the response team.

Respond to inquiries from the public about water and wastewater issues.

Audit commercial business license applications to identify industries to be permitted by the City's industrial pretreatment program; survey, inspect and monitor commercial establishments that require pretreatment before discharging into sewer system; review building permits for impact on wastewater quality and quantity.

Review building and plumbing plans documents as requested by Development Services and for tenant improvements and new construction projects.

Maintain professional relationships with industrial users; respond to their inquiries and serve as a technical resource; interpret regulations and advise industrial users on actions to ensure compliance.

Prepare detailed written and oral reports of inspections and prepare related correspondence; prepare required quarterly and annual Industrial Pretreatment reports; monitor submission of compliance reports from categorical industries and other permitted users.

Communicate and coordinate with regional partners to ensure consistent interpretation of pretreatment regulations and to conduct of scientific studies of unknown business classifications and their impact to wastewater treatment and collection system facilities.

Review sewer billing methods of industrial facilities for accuracy and provide recommendations for improvement.

Prepare a variety of administrative and technical documents.

Participate in public outreach activities.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Wastewater treatment processes used in monitoring the effectiveness of such processes.

Operation and maintenance of equipment used for the control of industrial waste; laws and ordinances governing the treatment, control and discharge of industrial waste.

Common pollutants generated from industrial practices.

Principles and practices of biology, chemistry and bacteriology, including methods and techniques of sampling and laboratory testing and analysis.

Pertinent local, State and Federal ordinances, laws, and regulations.

Ability to:

Perform technical duties in the collection and testing of wastewater, drinking water, sludge, industrial waste, surface water, and other related sample sources; check pretreatment facility plans.

On a continuous basis, know and understand operations, and observe safety rules; analyze problem equipment and/or procedures; know and apply techniques and terminology; communicate and explain test results to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing various field site sampling duties; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone, computer or communicate through written means; and lift or carry weight of 75 pounds or less.

Use a personal computer and various programs to enter, maintain, and analyze data, and to prepare reports and correspondence.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of increasingly responsible experience in the collection and analysis of industrial and other wastewater/water samples.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in chemistry, bacteriology, biology or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a California Water Environment Association Grade 2 Environmental Compliance Inspector Certificate within one year of appointment.

Industrial Waste Analyst
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02-07-19	Industrial Waste Analyst
11-16-13	
04-15-06	Industrial Waste Specialist