

## CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	<b>Industrial Pretreatment Inspector</b>	Department:	Water Pollution Control Plant
Requisition Number:	2018082		
Hours:	7:00 a.m. – 3:00 p.m., may vary	Rate of Pay:	\$21.6062 - \$23.0176 per hour
Date Posted Up:	2/8/18	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

### SUMMARY

Incumbent assists in the implementation and enforcement of the City of Fort Wayne's Industrial Pretreatment Program and enforcement of the City's Sewer Use Ordinance. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as reasonably expected.

- Collects wastewater samples of industrial, commercial and contract discharges in accordance with approved procedures;
- Acts as primary backup to Analytical Chemist position and secondary backup to Plant Operator position for the collection of samples;
- Collects offsite WPC Plant samples as directed;
- Collects river samples;
- Collects WPC Plant influent and effluent samples for NPDES reporting;
- Conducts on-site inspections and audits of Industrial Users subject to the Pretreatment Program;
- Confers with industrial and commercial management and provides information pertaining to wastewater pretreatment;
- Prepares and mails letters of correspondence and permits to industrial and commercial users;
- Investigates and writes reports on chemical and oil spills;
- Inspects installation of private wastewater flow meters, sewer control manholes and grease interceptors;
- Arranges the ordering of spare parts;
- Maintains mechanical and electrical functioning of sampling and measuring equipment;
- Assists in training of other employees;
- Writes weekly sampling schedules;
- Maintains files, records, reports, and drawings necessary to perform duties;
- Performs wet chemistry analyses in the Laboratory when needed;
- Works with industrial and commercial management regarding their wastewater treatment programs and permit requirements;
- Produces clear, concise reports;
- Uses computers and software to track sampling activities and maintenance of sampling equipment;
- Reads Contract Customer flow meters and sends read reports to billing department;
- Reviews submitted materials and attends routing meetings when needed;
- Provides input and information for O&M and Capital budgeting processes.
- Sets portable, programmable flow meters and pH meters;

- Enters Industrial Discharge Monitoring Report (DMR), and Waster Hauler Manifests for billing purposes;
- Tracks various IPS reports/Annual Inspections/Restaurant Samplings;
- Sends out Restaurant Exceedance packages;
- Processes and releases sample letters from Lab and IPS;
- Completes and distributes Notices Sent report and DMR Tracking list;
- Assembles and mails permits and correspondence for industrial users;
- Performs duties in accordance with City of Fort Wayne safety rules and operating regulations;
- Ability to pass post-offer screen for this position;
- Communicates effectively both orally and in writing.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree or equivalent years of education completed from a 4 year university preferably in the sciences, from an accredited college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Must possess fundamental knowledge of chemistry equivalent to college level introductory courses.

### **ADDITIONAL EXPERIENCE**

Ability to work professionally with industrial and commercial representatives.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License, Must be capable of completing certification in CPR, First Aid, Confined Space Entry training within 6 months of hire (to be done by City).

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently 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 ability to adjust focus. Deemed physically fit to wear respirator.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate. Employee is frequently exposed to wastewater, septage, and associated pathogens.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.