



Board of Public Utilities City of Cheyenne, Wyoming

INDUSTRIAL PRETREATMENT PROGRAM SPECIALIST 1

Division: **Water Reclamation** Class Code: **24201**
Revised Date: **March 2024** FLSA Status: **Non-Exempt**

GENERAL PURPOSE:

Under direct supervision, performs a wide variety of functions for the Water Reclamation (WR) Industrial Pretreatment (IP) program in compliance with Federal, state, and local regulations, ordinances, and Board of Public Utilities (BOPU) standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision, and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Conducts compliance and investigative sampling and processes wastewater samples to monitor compliance with IP program parameters; includes setting up and deploying auto samplers, gathering samples, performing pH analysis in the field. Maintains sampling event Logbook. Maintains sample chain-of-custody records. Packages and ships samples for analysis. Enters lab results into database.
- Cleans, maintains, and calibrates sampling equipment, pH pens.
- Assists in the Sector Control programs. Performs screening analysis and visual inspections of interceptors, maintains treatment beds for Fat, Oil, and Grease (FOG) waste for disposal.
- Collects and inputs information for Sector Control Programs into database.
- Inputs results of lab analysis into database.
- Assists in the distribution of the Industrial Waste Questionnaire to commercial and industrial businesses and assists in reviewing completed questionnaires. Participates in follow-up inspections based on questionnaires.
- Performs site inspections of commercial and industrial businesses. Reports results to IPP team.
- Assists in researching and developing best management practices.
- Assists in preparing and sending mass mailings for the IP program.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED, associate degree in environmental science, Biology, Chemistry, or related science field desirable. Experience in field sampling and inspections is desirable.

Required Licenses or Certifications:

- Driver's license valid in Wyoming with good driving record.
- A Level 1 Wastewater Operator License from the State of Wyoming will need to be earned within 18 months of hiring date.
- Depending on the needs of the BOPU other job specific training and certifications may be required.
- CPR/AED Certification.

High Knowledge of:

- Wastewater sampling and testing protocols, laboratory standards, and handling procedures.
- Methods, practices, standards, and specifications for compliance with wastewater treatment regulations.
- Principles of record keeping and records management.
- Safe work practices, occupational hazards, and safety precautions.

High Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying operational and safety standards, applicable Federal, state and local rules and regulations, and policies and procedures.
- Operating heavy motorized equipment.
- Using specialized tools and equipment to perform wastewater sampling and testing.
- Data collection and analysis, and mathematical and statistical calculations.
- Following standardized methods and procedures, and verbal and written instructions.
- Promoting and enforcing safe work practices.
- Establishing and maintaining effective working relationships with co-workers, public officials, and representatives from other Federal, state, and local agencies.
- Operating a personal computer utilizing a variety of standard and technical software.
- Effective verbal and written communications.

Working Conditions:

Work Environment: Work is performed 40-50% of the time in an office environment and 50-60% outdoors in all weather conditions and in wastewater processing facilities; occasional travel to offsite locations where work is performed in industrial production and commercial facilities; may be exposed to safety hazards, harsh industrial conditions, dangerous tools, and equipment; occasional exposure to fumes, odors, dusts, mists, poor ventilation, gases and chemicals.

Physical Demands: Light to Moderate physical work requiring ability to occasionally lift, carry, push and pull objects weighing up to 75 pounds i.e., manhole covers, grates and auto sampler; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel, reach with hands, arms and talk and hear. The employee is occasionally required to stand, walk, stoop, crouch, balance, kneel and climb.



Board of Public Utilities City of Cheyenne, Wyoming

INDUSTRIAL PRETREATMENT PROGRAM SPECIALIST 2

Division: **Water Reclamation** Class Code: **24202**
Revised Date: **March 2024** FLSA Status: **Non-Exempt**

GENERAL PURPOSE:

Under general supervision, performs a wide variety of functions for the Water Reclamation (WR) Industrial Pretreatment (IP) program in compliance with federal, state, and local regulations, ordinances, and Board of Public Utilities (BOPU) standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision, and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Conducts compliance and investigative sampling and processes wastewater samples to monitor compliance with IP program parameters; includes setting up and deploying auto samplers, gathering samples, performing pH analysis in the field. Maintains sampling event logbook; maintains sample chain-of-custody records; packages and ships samples for analysis; enters lab results into database.
- Cleans, maintains, and calibrates sampling equipment, pH pens.
- Maintains Fat, Oil, and Grease (FOG) interceptor, oil water separator for commercial/industrial waste programs. Performs screening analysis and visual inspections of interceptors and separators, maintains treatment beds for FOG waste and commercial waste for disposal.
- Collects and inputs information for Sector Control programs into database.
- Inputs results of lab analysis into specific databases.
- Distributes Industrial Waste Questionnaire to commercial and industrial businesses and reviews completed questionnaires. Participates in follow-up inspections based on questionnaires and makes recommendations on potential issues.
- Independently performs site inspections of commercial and industrial businesses; completes required correspondence related to inspections; shares results IPP team and/or the facility inspected.
- Perform Significant Industrial User (SIU) sampling events; prepare autosamplers, program and deploy autosamplers; prepare and label bottles.
- Researches and develops best management practices for Sector Control Programs.
- Prepares and sends mass mailings for the IP program.
- May be required to operate and perform minor maintenance to heavy equipment to treat and dispose of FOG residuals.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED, associate degree in Environmental Science, Biology, Chemistry, or related science field desirable. Two years' experience in wastewater field sampling and inspections OR an equivalent combination of education, training, and experience.

Required Licenses or Certifications:

- Driver's license valid in Wyoming with good driving record.
- Level 1 Wastewater Operator License from the WYDEQ.
- Depending on the needs of the BOPU other job specific training and certifications may be required.
- CPR/AED Certification.

High Knowledge of:

- Wastewater sampling and testing protocols, laboratory standards, and handling procedures.
- Methods, practices, standards, and specifications for compliance with wastewater treatment regulations.
- Principles of record keeping and records management.
- Safe work practices, occupational hazards, and safety precautions.

High Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying operational and safety standards, applicable federal, state, and local rules and regulations, and policies and procedures.
- Operating heavy motorized equipment.
- Using specialized tools and equipment to perform wastewater sampling and testing.
- Data collection and analysis, and mathematical and statistical calculations.
- Following standardized methods and procedures, and verbal and written instructions.
- Promoting and enforcing safe work practices.
- Establishing and maintaining effective working relationships with co-workers, public officials, and representatives from other Federal, state, and local agencies.
- Operating a personal computer utilizing a variety of standard and technical software.
- Effective verbal and written communications.

Working Conditions:

Work Environment: Work is performed 40-50% of the time in an office environment and 50-60% outdoors in all weather conditions and in wastewater processing facilities; occasional travel to offsite locations where work is performed in industrial production and commercial facilities; may be exposed to safety hazards, harsh industrial conditions, dangerous tools, and equipment; occasional exposure to fumes, odors, dusts, mists, poor ventilation, gases and chemicals.

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