



Haverhill

Human Resources Department, Room 306
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May 31, 2018

Job # 2018-028

PLEASE POST
ANTICIPATED OPENING

POSITION: **Wastewater Compliance Coordinator**
Wastewater Treatment Plant

HOURS OF WORK: **Full-time/40 hours per week**

SALARY: **\$1,215.30 - \$1,302.98 per week**
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Oversees, implements, and ensures compliance with assigned Clean Water Act (CWA) and state and local wastewater and stormwater regulatory requirements, including but not limited to industrial wastewater pretreatment, Municipal Separate Storm Sewer System (MS4) compliance, and the septage/hailed waste receiving.

SUPERVISION RECEIVED:

The Wastewater Compliance Coordinator works under the direction of the Deputy DPW Director independently and in collaboration with other Haverhill municipal employees, regulatory personnel and other Haverhill stakeholders.

SUPERVISION EXERCISED:

Supervises professional and technical staff as assigned.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Helps ensure that the Division maintains efficient, effective and regulatory compliant operations.
- Ensures that the Division is in compliance with local, state and federal environmental regulations, policies and programs.
- Ensures that reports are completed and filed accurately as required by various permits, consent decrees and consent orders that pertain to assigned CWA areas.
- Periodically reviews and updates procedural manuals, training manuals, standard operating procedures, operation and maintenance manuals and emergency response plans.
- Manages and supervises staff as assigned.
- Develops, monitors and manages budgets and financial resources for assigned program areas.
- Maintains records; prepares and submits reports required by regulatory agencies; prepares internal reports and compliance correspondence.
- Plan, develop, implement and administer comprehensive water quality programs and projects; maintains results database and prepares reports.

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Pretreatment

- Locates, identifies, surveys, and inspects all industrial and commercial users that may be subject to the pretreatment program and notify them of the pretreatment standards and requirements; ensures their discharges comply with applicable regulations, permits and sewer use ordinance.
- Reviews wastewater discharge permit applications, writes and issues wastewater discharge permits to industrial and commercial users.
- Performs influent waste load analyses for wastewater treatment plant, and develops local limits in accordance with federal, state and local regulations, and guidelines.
- Researches and maintains knowledge of current industry practices, regulations and standards related to industrial discharge and recommends updates to the Sewer Use Ordinance and pretreatment program to reflect current industry practices and comply with regulations.
- Sets up sampling schedules for industries and is responsible for the collection of all required samples to ensure compliance; prepares, analyzes and evaluates samples.
- Manages enforcement action against businesses and industries in non-compliance.
- Works with Health and Inspection Department to monitor and enforce fats, oils and grease (FOG) regulations.

Septage/Hauled Waste

- Issue permits to septage vendors and ensures the inspection of septage vehicles that deliver to the wastewater treatment plant.
- Issues permits for hauled waste from industrial users and nondomestic waste sources.
- Monitor septage/hauled waste deliveries, oversee septage sampling and testing and ensure septage and hauled waste deliveries comply with permits and regulations; manages enforcement action for noncompliance.

Stormwater

- Oversees and coordinates the development, implementation and enforcement of the City's SWMP to comply with MS4 and other CWA provisions.
- Monitors City's compliance with federal, state, and local stormwater regulations; identifies noncompliance and take corrective action.
- Coordinates with other City departments and assists them with achieving MS4 and CWA compliance.
- Develop, maintain, and implement stormwater training program for City staff. Promote stormwater best management practices and good housekeeping practices.
- Develop and implement public outreach programs to educate residents and businesses about stormwater pollution prevention and the City's stormwater management plan.

Safety and Health

- Works with managers, front-line supervisors, safety committee and employees to develop, maintain, and implement an effective safety and health program.
- Conducts or coordinates safety and health training.
- Helps ensure the Water and Wastewater Divisions comply with health and safety programs and regulations.

KNOWLEDGE AND ABILITIES:

- Maintains an understanding of *Standard Methods for the Examination of Water and Wastewater* as it pertains to chemical, physical, bacteriological testing and sampling of streams and wastewater; ability to perform standard examinations.
- Maintains knowledge of *Safety, Health, and Security in Wastewater Systems, Water Environmental Federation Manual of Practice No. 1.*

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- Maintains knowledge of relevant local, state and federal regulations pertaining to wastewater IPP collection and treatment, Combined Sewer Overflows (CSO's), non-point source pollutants, stormwater, compliance reporting, National Pollutant Discharge Elimination System (NPDES) permit program, and employee health and safety.
- Knowledge of the principles and practices of analytical chemistry and its application in environmental engineering.
- Knowledge of the wastewater treatment process and controls.
- Ability to establish and maintain cooperative working relationships with the public, regulatory agencies and City staff.
- Skills in written and oral communication at a level necessary for efficient job performance.
- Experience with Microsoft Office applications, computerized maintenance management systems, geographic information systems (GIS), industrial pretreatment software and variety of other computer software programs.
- Ability to work independently with minimal supervision, organize and manage efficient use of time, multitask on a variety of projects, and possess strong attention to detail.

ENTRANCE REQUIREMENTS:

- A Bachelor of Science degree in Chemistry, Biochemistry, Microbiology, Bacteriology or other related field. A Master's degree is preferred and may substitute for some of the years of experience, as determined by the City of Haverhill.
- A minimum of six (6) years of full time experience in the examination of water or wastewater as a Chemist or Biologist or as a manager of a wastewater pretreatment program and/or a wastewater or stormwater compliance person.

PHYSICAL REQUIREMENTS:

- Position splits time between office, field, wastewater facilities and commercial and industrial facilities. Frequent travel is required by motor vehicle to inspection sites.
- Various duties are performed outdoors and may occur during inclement weather conditions.
- Requires walking, bending, kneeling, reaching, squatting and climbing while making inspections and sampling.
- Requires movement in and out of a vehicle, around office areas, commercial and industrial facilities, construction sites, confined spaces, and wastewater facilities.
- Must be able to lift up to 50 pounds.
- Tasks may require exposure to hazardous materials and atmospheres. Wearing and/or using appropriate personal protective equipment (PPE) may be required to perform certain tasks.
- Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

FRIDAY, JUNE 15, 2018

**SUBMIT COVER LETTER,
RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2018-028 WHEN APPLYING ONLINE.