

Pretreatment Coordinator

Location: Whitestown, IN

Reports To: Wastewater Superintendent

Full/Part Time: Full Time

Regular/Temporary: Regular

Wage (Hourly/Salary): DNE \$30.00/hour

Purpose:

- Develop, implement, manage, and enforce all aspects of the Town's Wastewater Pretreatment Programs. Reasonable accommodation may be provided to enable individuals with disabilities to perform the job responsibilities.

Responsibilities:

- Maintain and establish pretreatment protocols, programs, and compliance efforts according to local, state, and federal regulations.
- Conduct inspections of various types of businesses and processes to ensure compliance with existing pretreatment ordinances and statutes.
- Evaluate and analyze wastewater discharges from local businesses and industrial customers for adherence to state standards and Town ordinances and enforcement actions.
- Develop, issue, enforce, and manage pretreatment permits and notices of violation.
- Deployment, setup, and maintenance of portable automatic samplers for collection and analysis of raw sewage samples.
- Collect, analyze, report, and/or present data related to pretreatment samples, processes, and compliance.
- Review new construction project plans and drawings for compliance with pretreatment ordinances and statutes.
- Provide educational workshops, presentations, and/or other educational material regarding pretreatment to businesses and residents.
- Computer and physical file record keeping.
- Maintains proficient knowledge and understanding of current laws, regulations, trends, and technology advancements related to wastewater pretreatment by reading literature, professional affiliations, attending workshops, attending classes, or other types of training programs as appropriate.

- Other duties as assigned.

Qualifications and Skills:

- Strong analytical skills and attention to detail.
- Basic understanding of the different chemical forms and wet chemistry methods required to analyze raw sewage.
- Excellent communication and interpersonal skills to interact with customers, residents, and high-level business officials.
- Strong organizational skills with the ability to manage multiple projects and issues simultaneously, set priorities, and meet critical time deadlines.
- Ability to analyze complex technical data and draw actionable conclusions.
- Ability to gain a reasonable understanding of complex systems and processes.
- Ability to understand, interpret, and perform arithmetic and other mathematical concepts and operations.
- Ability to safely operate, understand, and maintain various types of equipment and tools as required.
- Ability to proficiently operate a computer, relevant software, and data management systems. Especially Microsoft's Excel and Word applications.
- Ability to possess and maintain a valid Indiana driver's license.
- Ability to operate a motor vehicle and other types of equipment.
- Ability to exert physical effort involving pushing, pulling, and/or lifting objects weighing 50-75 lbs.
- Ability to work in environments with adverse conditions such as odor, tight spaces, rain, cold, and heat.
- Ability to respond to emergency calls and perform emergency duties during non-working hours within 30 minutes of notification, including weekends and holidays.

Education and Experience Requirements:

- Valid Indiana driver's license.
- High school diploma or equivalent.
- Minimum of 3 years of experience in pretreatment coordination, wastewater collections, wastewater treatment, or other related fields.

The Town of Whitestown offers competitive salaries and benefits, including health insurance, retirement plans, and professional development opportunities. If you are a motivated and experienced professional looking to make a positive impact on your community, we encourage you to apply for the Pretreatment Coordinator position.

Interested applicants can submit their cover letter and resume to Angie Veatch, at aveatch@whitestown.in.gov.