

Job Description

Decatur Utilities

Job Title: Water Resources Technician
Work Group: Water Resources
Reports To: Water Resources Supervisor
FLSA Status: Non-Exempt
Pay Grade: 7
Residency: No
Location: Main Office
Prepared Date: 8/18

SUMMARY

Under general supervision, performs inspections, sampling, monitoring and reporting of industrial, commercial and domestic wastewater collection systems, private on-site wastewater treatment facilities, grease interceptors and sand/oil interceptors; ensures compliance with Federal, State and local discharge regulations; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned to ensure excellence in customer service.

- Inspects, samples, monitors, reports and assists with the enforcement of the sewer use and pretreatment regulations.
- Identifies and inspects industrial, commercial and food service facilities for compliance with the sewer use and pretreatment regulations.
- Collects and compiles data, generates reports and maintains files for audits, samples and inspections.
- Responds to complaints regarding commercial, industrial, food service facility and other wastewater discharges; initiates follow-up enforcement action; and prepares and issues enforcement orders and compliance requirements.
- Contacts customers to discuss sampling results and/or problems; handles customer requests (internal & external) in person, by telephone and may use specialized equipment in investigating requests and resolving complaints.
- Investigates and traces sources of illegal discharges and sewer odor complaints entering the wastewater collection system.
- Assists with the implementation, enforcement and continued development of the Fats, Oils, and Grease (FOG) Program, as required.
- Inspects grease interceptors, verifies grease interceptor clean out and hauling records and issues grease interceptor inspection reports.
- Assists with the education of customers, grease waste haulers and grease equipment manufacturers with regard to the Decatur Utilities' FOG Program.
- Assists with the resolution of conflicts as necessary during the enforcement of the sewer use and pretreatment regulations.
- Establishes effective working relationships with public, local industries, local businesses and other city departments and public agencies.
- Audits customer owned wastewater meters to ensure compliance with Decatur Utilities' Wastewater Metering Procedures.
- Researches and keeps current on pertinent information and development in environmental compliance and all regulatory changes pertaining to wastewater systems.
- Maintains and updates system records and drawings using computers or manually.

SUPERVISORY RESPONSIBILITIES

This job has no employees under direct supervision. May direct various jobs/projects, which involve coordinating work with engineering staff and field/construction personnel.

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QUALIFICATIONS

To perform this job successfully, an 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 in biology, chemistry or environmental related field from accredited college or university. One to three years of experience in wastewater treatment/operations, industrial and/or commercial waste, pretreatment programs or closely related field that provides the desired knowledge and abilities.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret common utility and technical journals, federal regulations, safety manuals and documents. Ability to prepare business reports and correspondence. Ability to communicate effectively with co-workers, customers, mid-level representatives of government agencies, contractors, developers, product representatives and other professional contacts in the community.

COMPUTER SKILLS

Ability to use computers for internal and external communications, word processing, database tracking and spreadsheet applications. Must be proficient with Windows and Microsoft Office products.

MATHEMATICAL SKILLS

Ability to apply certain mathematical concepts to perform mass-balance calculations and make various volumetric/mass conversions using units of gallons per day (gpd), millions of gallons per day (mgd), and concentrations of mg/L, ug/L and lbs/day.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to read technical standards such as the Code of Federal Register, American Water Works Standards, ADEM regulations for wastewater and interpret codes for utility compliance.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch, crawl, talk and hear. Some lifting, such as office supplies, reports or test equipment (up to 50 pounds) may be required occasionally. Specific vision abilities required by this job include distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Alabama Driver's License, Standard First Aid/CPR, Bloodborne Pathogens and Customer Relations Training.

OTHER REQUIREMENTS

Available to work scheduled and unscheduled times to accommodate work demands and emergency situations, including evenings and weekends, available to attend training to enhance job knowledge; subject to Non-DOT drug and alcohol testing program; maintain neat and professional appearance for meeting public; punctual in attendance.

Original on File in Human Resources

Approved By: Tom Cleveland	Date: 8.08.2018
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