

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: WASTEWATER TREATMENT PLANT INDUSTRIAL PRETREATMENT COORDINATOR– INTERNAL

General Summary: Under the general direction of the Superintendent or Assistant Superintendent of the Wastewater Treatment Plant. Is responsible for carrying out the day-to-day functions of the City's Industrial Pretreatment Program. Monitors discharges, tests for compliance, maintains results, creates reports and maintains testing equipment. Performs other tasks related to discharge testing and reporting.

Physical Demands: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; reach with hands and arms and travel to other locations. The employee is required to view and create written documents and test equipment. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move objects of light to moderate weight. While performing the duties of this job, the employee is regularly exposed to moving outdoor weather and manufacturing sites. The employee is frequently exposed to fumes or airborne particles, vibration, and toxic or caustic chemicals. The noise level in the work environment ranges from quiet to loud.

Eligibility Requirements: Preferred Bachelor degree in biology, chemistry, microbiology etc., or Associates degree with two years' experience in industrial wastewater pretreatment programs. Valid State of Michigan Driver's License. Knowledge of the principles and practices of wastewater treatment. Considerable knowledge of applicable federal, state and local laws, rules and regulations. Skill in the use of test equipment used to measure industrial discharge and ability to maintain and calibrate equipment to assure accurate test results. Skill in assembling and analyzing data, preparing accurate reports and formulating policy and service recommendations. Skill in effectively communicating ideas and concepts orally and in writing.

Desirable Qualifications: Prior work experience in Wastewater Treatment Plant. At least a Michigan Class D Operator's Certificate. Environmental compliance Inspector through MWEA, Skill in the use of testing and laboratory equipment and associated safety issues as well as knowledge of applicable rules, regulations and guidelines. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with customers, peers, supervisors, the public, other professional contacts, and industrial users.

Grade/Salary: Grade 10 - \$50,998 - \$ 71,444

Benefit Package, including:

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: June 23, 2020

Application Deadline: July 6, 2020

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax, email, or by mail at:

**City of Jackson
Human Resource Division
161 W Michigan AVE
Jackson, MI 49201
** EQUAL OPPORTUNITY EMPLOYER ****